

UPLEADON PARISH COUNCIL

Minutes of the Annual General Meeting of Upleadon Parish Council held on Thursday 11 May 2023 at Upleadon Village Hall at 7.30 pm.

Present:- Cllr M Manning, Cllr E Wood Cllr Mrs W Fabian, Cllr Mrs P Turner, Cllr H Dunn, Cllr T Rickard, Cllr P Dallow

From 8.00 pm District Cllr P Burford, County Cllr Mrs G Moseley

1.0 Declarations of Acceptance of Office

All Members completed the Declarations of Acceptance of Office as Councillors, prior to taking part in the business of the meeting.

1.1 Election of Chairman – 2023/2024

Cllr Wood nominated Cllr Manning as Chairman. This was seconded by Cllr Mrs Fabian. In the absence of any further nominations, a vote was taken on the nomination resulting in unanimously in favour.

Cllr Manning was duly elected Chairman for the 2023/24 period of Office.

1.2 Declaration of Acceptance of Office - Chairman

Cllr Manning signed the declaration of Acceptance of Office.

1.3 Election of Deputy Chairman – 2023/2024

Cllr Dallow nominated Cllr Wood as Deputy Chairman. This was seconded by Cllr Mrs Fabian. In the absence of any further nominations, a vote was taken resulting in unanimously in favour.

Cllr Wood was duly elected Deputy Chairman for the 2023/24 period of Office.

1.4 Declaration of Acceptance of Office – Deputy Chairman

Cllr Wood signed the declaration of Acceptance of Office

1.5 Period for members of the public to make representations/ask questions/make comment on agenda items

There were no Members of the public present

1.6 Apologies and approval for absence

There were no Apologies – District and County Cllrs Burford and Mrs Moseley had advised they would arrive late due to attendance at a prior meeting

1.7 Declarations of Interest

There were no declarations of interest

1.8 Approval of Minutes of Council meeting – 02 March 2023

Cllr Rickard proposed approval of the minutes of 02 March 2023, seconded by Cllr Mrs Turner and unanimously agreed.

1.8.1 Matters Arising

P.23 9.6.1 Motorsport UK – consultation on 3 Shires Stages Rally – 16/17 Sept 2023

Members were furnished with the response by Stuart Haviland of Motorsport UK who had acknowledged the Council's comments, in particular, safety concerns. He had copied the Event Organisers into his email who would be able to provide a full response to the concerns raised.

Cheltenham Motor Club advised that whilst the Rally was unable to run in 2022 the improvements to the safety concerns could not be demonstrated. For the 2023 rally the new clerks have revisited this area and looked at further improvements. After further discussion the plan will be to somewhat enhance the briefing given to Stage Commanders and the Chief Marshal around what their expectations must be from Marshals, Radios, and the road opening car during the clearance process. Emphasis needs to be placed on the Stage Commanders, that they do not allow the road opening car into the stage until they are 100% satisfied that it is safe to do so and that the stage furniture (including bales) have all been removed. Further guidance will be given to Marshals to break down junctions, in order to expedite the clearing of the stages. The Stage Commanders for 2023 have been appointed for their experience with multi venue rallies and management of the teams. Stage Commanders will be having very regular updates with the senior officials from April onwards to ensure they all operate in the same safe manner. Additionally, the road closure security officials are already engaged with the rally and will also be briefed well in advance of expectations and requirements.

In response to further local information of the specific areas please advise where the Council would like awareness of the closed road be communicated to. Members responded as follows:-

"Most obvious are Pauntley and Brand Green. Compton Green and Pool Hill also use the route. Staunton and Newent may also be affected : Staunton to access Newent and Newent to Tewkesbury - plus Tish's point about cyclists . Routes may not be used on a daily basis so advance warning road closure notices may not have been seen."

Cheltenham Motor Club advised that they will be holding a "Meet Us" in the Village Hall in the next couple of months so that anyone who would like to find out more information or discuss individual concerns could do so.

1.9 Finance/Sundry payments

Finance & Sundry Payments were agreed unanimously as follows:-

	£
1. Glos Assoc Parish & Town Councils – annual subscription	73.84
2. Town & Parish Websites – website hosting & maintenance	160.00
Annual Email hosting	52.00
3. P. Cooke – reimbursement of costs associated with running Village website	58.57
4. D Morley – reimbursement of postage and stationery costs	23.73

Payment due July 2023

Information Commission – Data Protection fee	£40.00
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Mr Cooke as in previous years, advised that the Village website is capable of hosting files, documents, and records of meetings and could easily meet the needs of the Parish Council, thus removing the need for the Parish to cover the financial charges for two websites. The Parish Clerk would be given full access and would also have the benefit of administrative support at short notice.

Members agreed to invite Mr Cooke to a meeting of the Council in order to discuss this further.

1.10 Business

1.10.1 To give consideration to renewal of insurance

The Clerk advised two quotations had been sought:-

Zurich Insurance	£167.44
BHIB	£498.82

Cllr Wood proposed acceptance of the Zurich Insurance quotation, which was seconded by Cllr Mrs Turner, and unanimously agreed.

1.10.2 Review of internal controls policy

Members unanimously agreed to the review of the internal controls policy

1.10.3 Review of Asset Register

Members unanimously agreed to the review of the Asset Register

1.10.4 To give consideration to End of Year Accounts – 2022/2023

1.10.5 Consideration was given to the Bank Reconciliation for 2022/23 showing a balance of £3320.52 as at 31 March 2023.

1.10.5 To consider Internal Auditor's report

Members considered and noted the Internal Auditor's report.

1.10.6 To give consideration to Exempt status

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

1.10.7 To give consideration to Section 1 – The Annual Governance Statement 2022/2023

The Annual Governance Statement 2022/23 was considered and unanimously agreed.

1.10.8 To give consideration to Section 2 – The Accounting Statements 2022/23

The Accounting Statements 2022/23 were considered and unanimously agreed.

1.10.9 Commemorating the King's Coronation

Following the suggestion at the last meeting that a tree be planted to commemorate the King's Coronation this was not taken forward due to the lack of an appropriate site to plant.

1.10.10 To give consideration to engaging with parishioners regarding participation in furthering earlier Village survey of flora and fauna – Cllr Mrs Turner

Cllr Mrs Turner advised of the work she had undertaken so far and the potential to build on this further. It was agreed however after further discussion that the work undertaken so far be registered on the Council website and for it to be used if relevant in commenting on future planning application consultations.

1.10.11 Maintenance of War Memorial

Cllr Manning advised he had researched a specialist company who undertook steam cleaning of War memorials and worked country wide in this regard. They would give an estimate to undertake cleaning. It was thought that the blackening of the memorial was due to pollution. This matter to be further considered at the next meeting.

1.10.12 Planning – To give consideration to review the boundary of the village envelope

A discussion took place regarding reviewing the boundary of the village envelope and whilst potential areas were suggested, it was stated that in order to obtain planning sustainability would need to be demonstrated. It was suggested that mixed housing in Upleadon was needed but ultimately it was agreed to wait until consultation on the Local Plan was formally sought.

1.10.13 Date of Next meeting

It was agreed that the next meeting would be held on Thursday 7 September 2023.

1.10.14 Any Other Business

It was agreed to report highway issues relating to breaking up of the road surface between the Village Hall and the Cross, blocked drains and potholes in Forge Lane and potholes on the road leading down to the Church.

This concluded the business of the meeting and it was declared closed at 9.10 pm.