

UPLEADON PARISH COUNCIL

Minutes of the Annual General Meeting of Upleadon Parish Council held on Thursday 09 May 2024 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, P Dallow

Apologies:- Cllr T Rickard – family matters

Also Present: District Cllr P Burford

1.1 Election of Chairman – 2024/2025

Cllr Mrs Fabian nominated Cllr Manning as Chairman. This was seconded by Cllr Mrs Turner. 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 – 2024/2025

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 2024/25 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 Declarations of Interest

There were no declarations of interest

1.7 Approval of Minutes of Council meeting – 14 March 2024

Cllr Mrs Turner proposed approval of the minutes of 14 March, seconded by Cllr Dallow and unanimously agreed.

1.7.1 Matters Arising

P.17 Maintenance plan for refurbishment of footpath for forthcoming season – Gloucester Rd to Forge Lane

Cllr Mrs Fabian thanked Cllr Dallow for the recent cut to the path. Cllr Dallow gave the Clerk a risk assessment for the work undertaken.

P.17 8.10.6 highway sinking outside village hall. The Clerk advised that several requests had been made to Highways for a site meeting but no response had been made. It was acknowledged that Severn Trent were shortly to undertake work to Gloucester Road which would impact this area so the matter was left in abeyance for the time being.

1.8 Approval of Minutes of Council meeting – 10 April 2024

Approval of the Minutes of the Council meeting of 10 April 2023 was proposed by Cllr Mrs Turner, seconded by Cllr Wood and unanimously agreed, after the following amendments:- delete Cllrs Dallow and Mrs Fabian as being present at the meeting.

1.9 Finance/Sundry payments

Finance & Sundry Payments were agreed unanimously as follows:-

	£
1. Glos Assoc Parish & Town Councils – annual subscription	78.13
2. Town & Parish Websites – website hosting & maintenance and Email hosting	212.00
3. P. Cooke – reimbursement of costs associated with running Village website – domain renewal & web hosting	37.20
4. D Morley – reimbursement of stationery costs	4.75

1.10 Business

1.10.1 To give consideration to renewal of insurance

The Clerk advised two quotations had been sought from both Zurich Insurance and BHIB.

Zurich Insurance, the Council's current insurers advised of a considerable rise in insurance premiums this year and offered two quotations, 1) £257.60 2) £277.00, the second of which would give cover for the war memorial up to a figure of £24,000 for an additional premium of £20.00 plus additional public liability cover.

BHIB had not responded and a third – Clear Councils had offered a quotation of £494 whose cover was not tailored to the needs of the Parish Council.

Cllr Mrs Fabian proposed acceptance of Zurich Insurance quotation in the sum of £277.00 which was seconded by Cllr Dallow and unanimously agreed.

1.10.2 Review of internal controls policy

Members reviewed the internal controls policy and Cllr Mrs Turner proposed its acceptance, seconded by Cllr M Manning and unanimously agreed.

1.10.3 Review of Asset Register

Members reviewed the Asset Register and Cllr Dallow proposed its acceptance, seconded by Cllr M Manning and unanimously agreed

1.10.4 To give consideration to End of Year Accounts – 2023/2024

1.10.5 Consideration was given to the Bank Reconciliation for 2023/24 showing a balance of £3123.25 as at 31 March 2024. To consider Internal Auditor's report.

1.10.6 Members considered and noted the Internal Auditor's report.

1.10.7 To give consideration to Exempt status

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

1.10.8 To give consideration to Section 1 – The Annual Governance Statement 2023/2024

The Annual Governance Statement 2023/24 was considered and unanimously agreed.

1.10.9 To give consideration to Section 2 – The Accounting Statements 2023/24

The Accounting Statements 2023/24 were considered and unanimously agreed.

1.11 To give further consideration to extending the Village envelope SHELLAG

Members discussed with District Cllr Burford of the possibility of extending the Village envelope to allow some new housing to enable younger people growing up in the village to be able to stay in the area. Members acknowledged the limited availability of land but nevertheless felt the need to provide for the next generation. Cllr Burford was of the opinion it was unlikely that the village envelope would be extended as there were not enough village services to support this, however the matter was going to a meeting of the Cabinet the following week, and if it then went to full Council there would be an opportunity to respond through the consultation process.

1.12 To agree specific objectives and to take action to conserve and enhance biodiversity as required under the Model Biodiversity Policy

Members considered the Model Biodiversity Policy and agreed amendments as felt appropriate and unanimously agreed its adoption.

1.13 Condition of noticeboard – Cllr Wood

Cllr Wood brought to the attention of Members the poor and deteriorating condition of the Parish Council noticeboard. It was agreed that Cllr Manning would organise it to be taken as previously agreed to the cover of the bus shelter and that the Clerk would investigate the cost of a new metal magnetic noticeboard such as used by Ashleworth Parish Council in its bus shelter.

1.14 Date of next meeting

It was agreed that the next meeting would be on Thurs 5 September 2024 at 7.30 pm.

This concluded the business of the meeting and it was declared closed at 8.40 pm