

UPLEADON PARISH COUNCIL

Minutes of the Annual General Meeting of Upleadon Parish Council held on Thursday 08 May 2025 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 P Dallow, Cllr Tim Rickard

Apologies:- (County Cllr Mrs G Mosely to arrive after 8.00 pm)

County Cllr Mrs G Moseley arrived at 8.05 pm. Cllr E Wood left the meeting at 8.20 pm

Also Present: District Cllr P Burford

1.1 Election of Chairman – 2025/2026

Cllr Dallow nominated Cllr Wood as Chairman. This was seconded by Cllr Rickard.

Cllr Mrs Fabian proposed Cllr Manning as Chairman. This was seconded by Cllr Mrs Turner.

In the absence of any further nominations a vote was taken resulting in 3 in favour of Cllr Wood and 4 in favour of Cllr Manning.

Cllr Manning was duly elected Chairman for the 2025/26 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 – 2025/26

Cllr Mrs Turner nominated Cllr Wood as Deputy Chairman. This was seconded by Cllr Rickard. 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 2025/26 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 – 06 March 2025

Cllr Dallow proposed approval of the minutes of 06 March 2025, seconded by Cllr Mrs Turner and unanimously agreed.

1.7.1 Matters Arising

5.3.6 It was agreed to chase Highways regarding outstanding issues in Forge Lane.

6.6.4 The Clerk advised that she had received confirmation from the Council's insurers that the defibrillator would be insured if unlocked.

1.8 Finance/Sundry payments

Finance & Sundry Payments were agreed unanimously as follows:-

	£
1. Glos Assoc Parish & Town Councils – annual subscription	84.50
2. Town & Parish Websites – website hosting & maintenance and Email hosting	232.00
3. P. Cooke – reimbursement of costs associated with running Village website – domain renewal & web hosting	43.20

The Clerk advised that there would be a payment due in July before the next meeting to the Information Commissioner – data protection fee. It was expected that this payment would be in the region of £40.00. It was unanimously agreed that the payment be paid at that time.

1.9 Correspondence

FoDDC Local Plans team – Towns, Villages – Settlement Facilities Survey 2025

Members gave consideration to the Towns, Villages – Settlement Facilities Survey 2025 and commented on the questions in relation to the village of Upleadon.

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 Clear Councils

Zurich Insurance, the Council's current insurers gave a quotation of £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.

Clear Councils had advised of an approximate quotation based on the Council's requirements in the sum of £680.00.

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

1.10.2 Review of internal controls policy

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

1.10.3 Review of Asset Register

Members reviewed the Asset Register and Cllr Dallow proposed its acceptance, seconded by Cllr Rickard and unanimously agreed. Members agreed at this point to send a letter of thanks to a parishioner who had kindly repaired the Council bench by the noticeboard.

1.10.4 To give consideration to End of Year Accounts – 2024/2025

1.10.5 Consideration was given to the Bank Reconciliation for 2024/2025 showing a balance of £2544.26 as at 31 March 2025.

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 2024/2025

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

1.10.9 To give consideration to Section 2 – The Accounting Statements 2024/2025

The Accounting Statements 2024/2025 were considered and unanimously agreed.

1.11 To give consideration to utilising Glos Assoc Parish & Town Councils for internal audit.

After due discussion, Cllr Rickard proposed that the Council utilising Glos Assoc Parish and Town Councils for its internal audit. This was seconded by Cllr Dunn and agreed by 6 in favour, 1 abstention.

1.12 To give consideration to costings in relation to Councillors' email addresses

The Clerk had furnished Member with information to the current legal position with regard to Councillors having .gov.uk email addresses and had put forward the cost of providing this if required at this time. In addition the Clerk furnished Members with information on this matter from Glos Association of Parish & Town Councils.

Cllr Mrs Fabian proposed that the matter be reviewed at the time the Council considered its budget, as currently funding for this had not been factored into the current year's budget. This was seconded by Cllr Manning and unanimously agreed.

- 1.13 To give consideration to feedback to FoDDC Cabinet approved active travel strategy action plan for the district.

Cllr Rickard gave a short background to the travel strategy and how it related in the Upleadon area. Members agreed that it welcomed the travel strategy action plan for the district.

- 1.14 Date of next meeting

It was agreed that the next meeting would be on Thurs 11 September 2025 at 7.30 pm.

- 1.15 Any Other Urgent Business

The Clerk advised it had been reported to her that a tree adjacent to the bridge over the Leadon nr to St Mary's Church was partially dead and potentially a hazard given its position adjacent to the highway. Cllr Dunn identified it as a Willow tree. It was agreed to report the matter to County Highways for its early attention.

The Clerk advised she had been approached by several members of the public who wished the Parish Council to be aware regarding the excessive speed of large tractors utilising Hooks Lane. It was thought the route was being used as a shortcut to Redmarley and due to the vast speed of the tractors there was a fear of accidents occurring.

It was agreed that members of the public who had concerns should report the matter to the Police.

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