

UPLEADON PARISH COUNCIL

Minutes of the Annual General Meeting of Upleadon Parish Council held on Tuesday 5th May 2026 at Upleadon Village Hall at 7.30 pm.

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

Following the Election of Chair and Deputy Chair apologies were given on behalf of County Cllr Mrs G Moseley.

There were no Members of the Public present.

1.0 Election of Chairman

Cllr Mrs Turner proposed Cllr Dunn. This was seconded by Cllr Rickard. In the absence of any further nominations, a vote was taken which resulted unanimously in favour of Cllr Dunn as Chairman.

Cllr Dunn took the Chair and signed the Declaration of Acceptance of Office. Cllr Rickard proposed a vote of thanks to Cllr Manning as outgoing Chair.

1.1 Election of Deputy Chairman

Cllr Mrs Fabian proposed Cllr Manning as Deputy Chairman. This was seconded by Cllr Mrs Turner. In the absence of any further nominations, a vote was taken which resulted unanimously in favour of Cllr Manning as Deputy Chairman.

Cllr Manning signed the Declaration of Acceptance of Office

1.2 Approval of Minutes of the Council meeting 12 March 2026

Cllr Dunn proposed approval of the Minutes of the Council meeting of 12 March 2026 which was seconded by Cllr Rickard and unanimously agreed after minor amendments.

1.3 Approval of Minutes of the Council meeting 23 April 2026 which was proposed by Cllr Dunn and seconded by Cllr Manning and unanimously agreed.

1.4 Matters Arising

There were no matters arising

1.5 Update from Atlas Tower – re phone mast to improve mobile coverage

Cllr Manning advised he had contacted Atlas as agreed and had sought clarification on the way forward particularly with regard to them identifying potentially suitable sites and the need for public engagement. Whilst Atlas had agreed to a meeting with the public Mark Glover Principal Digital Infrastructure Officer Glos County Council had suggested discussions with the landowners of identified potentially suitable sites be sought in the first instance in order to confirm potential suitability and agreement and to assess coverage from those locations which could be fed back to the public at a subsequent meeting.

Members agreed this course of action. Cllr Manning advised that he had been made aware that one potential site was not available by the landowner.

1.6 Business

1.6.1 To give consideration to renewal of Insurance

The Clerk advised that Zurich Insurance had submitted a quotation of £277.00 (the same as last year) for renewal of the Council's annual insurance. The Clerk further advised that an alternative quotation had been sought from Cas Insurance who dealt in local Council insurance, but had advised they could not compete.

Members considered the policy schedule and cover from Zurich Insurance and agreed to renew with them for the ensuing year.

1.6.2 To give consideration to Finance/Sundry Payments

Payments made since the last meeting

	Net	Vat	Total
The Cartridge People – replacement toner for printer	£48.25	9.65	£57.90
Payments for Consideration			
1. Gloucester Assoc of Local Councils - Membership subscription 2026/2027	£100.00	-	£100.00
2. Town and Parish Websites			
Annual website hosting and maintenance 1 May 2026-1 May 2027	£190.00	-	£190.00
Annual email hosting 1 May 2026-1 May 2027	£56.00	-	£56.00
3. Zurich Insurance	£277.00	-	£277.00
4. Phil Cooke			
Request to consider continuing funding cost of Upleadon Village website. Domain renewal £6.00 plus vat (£7.20) (falls due June 2026). Web hosting -to display web pages £25.00 plus vat (£30.00) (falls due Nov 2026) = Total £37.20 inc vat			£37.20
5. Guy Cook			
Material costs for urgent repair to Book Box (former Telephone kiosk) and to refurbish ie shelving and painting – labour free of charge			£122.46

- 1.6.3 To give consideration to Bank reconciliation
Members unanimously agreed the Bank reconciliation to end of financial year.
- 1.6.4 Review of Internal controls policy
- 1.6.5 Review of Asset Register
Members reviewed the Asset Register and unanimously agreed.
- 1.6.6 To give consideration to Assertion 10
Members considered the requirements of Assertion 10 of the Transparency Code and agreed unanimously the Council fulfilled this.
- 1.6.7 To give consideration to Risk Management policy
Members considered the Risk Management policy and agreed unanimously its content.
- 1.7 To give consideration to End of Year Accounts – 2025-2026
- 1.7.1 To give consideration to and confirmation of Exempt status
Members unanimously agreed confirmation of Exempt Status.
- 1.7.2 To give consideration to Internal Auditor’s report
The Internal Auditor’s report was considered and unanimously agreed
- 1.7.3 To give consideration to Section 1 – the Annual Governance Statement 2025/2026
Members considered the Annual Governance Statement and unanimously agreed its content.
- 1.7.4 To give consideration to Section 2 – The Accounting Statements 2025/2026
Members considered the Accounting Statements and unanimously agreed them.
- 1.7.5 To give consideration to Explanation of Variances
Members considered the Explanation of Variances and unanimously agreed the reasons for them.
- 1.8 To review the Biodiversity policy
Members considered the Biodiversity policy. Cllr Mrs Fabian proposed it be reviewed again in two year’s time, seconded by Cllr Manning and unanimously agreed.
- 1.9 Date of next scheduled meeting
It was agreed the next scheduled meeting would be on Thurs 10 September 2026.
This concluded the business of the meeting and it was declared closed at approx. 8.30 pm.