

## UPLEADON PARISH COUNCIL

Minutes of a meeting of Upleadon Parish Council held on Thursday 2 March 2017 at Upleadon

Present: Cllr M Manning (Chairman), Cllr H Dunn, Cllr P Dallow, Cllr E Wood, Cllr Mrs A Bassett

Also present: District Cllr P Burford, and two candidates for Co-option vacancies

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### 7.0 Apologies

There were no apologies

### 7.1 Declarations of Interest

There were no Declarations of Interest

### 7.2 Co-option to fill vacant seats

Members were advised that Mr Trevor Webster and Mrs Pam Turner had applied to be considered for co-option to fill the two vacant seats. Both had confirmed their eligibility to stand and that they had read the Council's Code of Conduct and the "Good Councillor's" guide to becoming a Councillor.

Cllr Manning proposed Mr Webster to fill one of the vacant seats which was seconded by Cllr Dunn. A vote was taken resulting unanimously in favour, and Mr Webster was duly elected as a Council member.

Cllr Manning proposed Mrs Turner to fill one of the vacant seats which was seconded by Cllr Dallow. A vote was taken resulting unanimously in favour, and Mrs Turner was duly elected as a Council member.

### 7.3 Declarations of Acceptance of Office

Cllrs Webster and Mrs Turner duly signed the Declarations of Acceptance of Office which was witnessed by the Clerk and they were then invited to take part in the remainder of the meeting.

### 7.4 Approval of Minutes of Council meeting – 1 December 2016

Approval of the minutes of the Council meeting of 1 December 2016 was proposed by Cllr Manning and unanimously agreed.

### 7.5 Matters Arising

P.13 5.6.7 update on installation of defibrillator

Members acknowledged the success of the recent Defibrillator Awareness meeting on 22

February where a large number of the village had attended. It was agreed that a follow up meeting should take place in a year or two as a refresher.

P.14 5.6.12 Highway matters

1. Mud on road re activity at Old Oak Farm, Upleadon

Members acknowledged that work at the Farm had apparently stopped. It was agreed to contact County Highways to establish when repairs to the road would take place.

2. Boundary fencing at the Causeway

County Highways had responded to the Council's enquiry stating that their Area Representative had visited the site and advises that the old concrete fence posts are behind the new fence and that no livestock should get anywhere near the old posts.

Cllr Dunn advised that many of the old posts were in the ditch and the area looked untidy. It was unanimously agreed to write to County Highways further with this information requesting it be addressed.

7.6 Approval of Minutes of Council meeting – 26 January 2017

Approval of the minutes of the Council meeting of 26 January 2017 was proposed by Cllr Manning and unanimously agreed.

7.7 Matters Arising

There were no matters arising.

7.8 Correspondence

7.8.1 Cllr Brian Robinson Forest of Dean District Council - request contribution to Speed Awareness Campaign

Advise that the Forest of Dean Road Safety Liaison Group was formed in 2015 by County Councillors to try to improve road safety in the Forest. Membership is open to interest groups and includes Police, Gloucestershire Highways, the Road Safety Partnership, County and District Councillors and several Parish Councillors. They have secured funding from the Police and Crime Commissioner to engage everyone in making our roads safer, but it is conditional on securing a contribution of £2000 from the 40 town and parishes in the Forest.

Their aim is to get every driver to sign up to driving more considerately, taking extra care and setting expectations for their friends and fellow drivers. They intend to use social media to distribute tips on safer driving in the Forest, highlight the special risks and encourage drivers to display "I care" stickers on their vehicles. With 30,000 vehicles taking part they will be reaching drivers when they use their phone, computer and reinforce their message while they are on the road. They will reach tourists through their tourism business and a road safety booklet will highlight the special risks on local roads.

They hope the campaign will help make your town and parish safer and hopes it will feel able to support the campaign to enable them to draw down the funding from the Police and Crime Commissioner. At this stage they would just like a pledge of the amount each Council is willing

to support them with. Once sufficient pledges are made they will write again to detail how the campaign will develop.

Cllr Webster proposed that the sum of £20.00 be given to the campaign. This was seconded by Cllr Mrs Bassett and agreed by 6 in favour, 1 against.

#### 7.8.2 Forest of Dean District Council – Electoral Review of Forest of Dean District Council

Members were advised the Local Government Boundary Commission for England are conducting an electoral review of the Forest of Dean District Council and wish to invite representatives from all parish councils to attend a short briefing in this regard. The briefing to take place at Forest of Dean District Council Offices on 7 March 2017 at 7.00 pm.

Members declined to attend the meeting.

#### 7.9. Finance/Sundry Payments

Finance/Sundry payments were agreed as follows:-

1. Clerk's salary – 1 April 16 – 31 March 17 £569.16
2. HMRC - £142.20
3. M Manning – reimbursement of cost of new lock for noticeboard - £29.99

#### 7.10 Business

##### 7.10.1 To give consideration to Planning applications

There were no applications submitted

##### 7.10.2 Transparency Grant

Members were advised that the Transparency grant funding had been received in the sum of £974.50 to cover the purchase of a lap top and associated software, the setting up of a website, training costs, and staffing costs in setting up. The Clerk advised that a local company – Parish Council websites had submitted details of websites they had setup for various Councils in the area, ranging from a basic site at £299.00 to more complex ones at £399.00/499.00. Cllr Wood proposed that the basic package be purchased which was seconded by Cllr Mrs Turner and unanimously agreed. It was further agreed that the purchase of the laptop be delegated to the Chairman and the Clerk within the funding allocated for this purpose – proposed by Cllr Dallow, seconded by Cllr Mrs Turner and unanimously agreed.

##### 7.10.3 Review of Standing Orders and Financial Regulations

Members reviewed Standing Orders and Financial Regulations and made various amendments to the present versions. Cllr Manning proposed acceptance of the amendments to Standing Orders which was seconded by Cllr Wood and unanimously agreed. Cllr Mrs Bassett proposed acceptance of the amendments to Financial Regulations which was seconded by Cllr Mrs Turner and unanimously agreed.

#### 7.10.4 Review of signatories on Bank account

The Clerk advised that a review of the signatories on the Council's bank account was required given that the Bank had stated they did not hold the signatories of some the existing Members. The Clerk also advised that now the local branch of the bank had closed where she had been known, the Gloucester branch would not give her access to the account – as a non-signatory to check a balance or order a statement. Cllr Manning proposed that steps be taken for those existing Members who were not known to the bank together with the new Members be added to the account. This was unanimously agreed and the Clerk advised that an amendment to the bank mandate needed to be completed showing the existing signatories where missing and also the newly co-opted members so that the account could be brought up to date and that this could be done on-line and then printed for signatures to be added.

#### 7.10.5 Appointment of Internal Auditor

The Clerk advised that Mr Chris Ferns of Bullar Trees, Upleadon had offered his services in acting as Internal Auditor. He had confirmed his interest in writing and that in carrying out the internal audit process, he would act impartially and independently.

Cllr Manning proposed that Mr Ferns be appointed as Internal Auditor which was unanimously agreed.

#### 7.10.6 To give consideration to Grant applications

An application had been received from the Air Ambulance Trust

Cllr Wood proposed a grant to the Air Ambulance Trust in the sum of £100 which was seconded by Cllr Dallow and unanimously agreed.

#### 7.10.7 Highway matters

#### 7.10.8 Date of Annual Assembly meeting

It was unanimously agreed that the date for this year's Annual Assembly would be Thursday 6 April 2017

#### 7.10.9 Any Other Business

Cllr Burford advised that a recent decision had been made by the District Council that those Parish Councils with less than £100,000 Precepts would no longer have to fund contested Elections for their Parishes, and that in future this cost would be met by the District Council.

The meeting was declared closed at 9.05 pm