

Up Hatherley Parish Council: Minutes of the Annual General Meeting and Parish Council Meeting

Venue: Village Hall, Cold Pool Lane
Date: Tuesday, 6th May 2025 at 7.30 pm.
Present:

Name	Organisation	Role	Name	Organisation	Role
S. Bamford	UHPC	Chair	D. Willcox	UHPC	Councillor
A. Bamford	UHPC	Councillor	J. Furley	UHPC	Councillor
A. Ponting	UHPC	Councillor	A. Duignan	UHPC	Councillor
N. Holden	UHPC	Councillor	A. Houlton	UHPC	Councillor
R. Whyborn	UHPC	Councillor	S. Gutteridge	UHPC	Councillor
J. Sankey	UHPC	Councillor			
P. Worsley	UHPC	Vice-Chair	K. Oakey	UHPC	Clerk

Apologies:

Name	Organisation	Role
J. Wells	UHPC	Councillor
M. Ede	UHPC	Councillor
A. Goldsby	UHPC	Councillor

No.	Item / Detail	Action
1.	The Chair welcomed all to the meeting and noted the apologies. As this meeting included the AGM, there would be some business to attend to prior to the normal parish council meeting.	
2.	Declaration of Members' Interests None	
3.	<p style="text-align: center;"><u>Annual General Meeting</u></p> <p>i. Election of Chair Cllr Worsley expressed thanks to the Chair for her work over the past year and nominated her once again, and Cllr Sankey seconded that Cllr S. Bamford continue as Chair. All were in agreement.</p> <p>ii. Election of Vice Chair Cllr A. Houlton proposed and Cllr A. Bamford seconded that Cllr P. Worsley continue as Vice-Chair. All were in agreement.</p> <p>iii. Confirmation of appointment of Internal Auditor Following the first year of GAPTC, it was agreed that we would continue to use them for the 2025-26 accounts. All were in favour.</p> <p>iv. Agreement of programme of meetings for the year The schedule of meetings has been updated and circulated. It was agreed that the current bi monthly meeting works well so there is no need to change.</p> <p>v. Working Group Structure</p>	

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	<p>This was circulated prior to the meeting and all agreed that the structure didn't need amendment. There were a few tweaks to membership, in particular with Cllr R. Whyborn stepping down as lead for the Highways group due to his recent re-election to GCC, for which he was congratulated. The new version is attached as Appendix A. All to note.</p>	All
4.	<p style="text-align: center;"><u>Full Council Meeting</u></p> <p>Minutes of the last Full Council Meeting and the Annual Parish Meeting</p> <p>The minutes of the meeting held 4th March and the Annual Parish Meeting held 28th April 2025 had been circulated. There were no updates needed and both sets of minutes were agreed by all present. The Chair signed and initialled the pages of both documents.</p> <p>The Chair reported that there had been a good turnout at the APM. She updated those that were not able to attend about the awards that were given for services to the parish, and also informed members that an additional certificate had been presented to Lesley, who had been unable to attend the APM.</p>	
5.	<p>Planning and Finance</p> <p>Standing Items:</p> <ol style="list-style-type: none"> 1. Action Tracker, attached as Appendix B. <p>There were a number of items that would not be discussed on the main agenda so were updated with latest position and updated on the tracker. In particular these included the following items:</p> <ul style="list-style-type: none"> • 128, Youth Council. Cllr Sankey reported that she had had no luck with the other parish councils, however had spoken with the Head at Lakeside so would be progressing with him and would keep us updated. • 182, planting on Coney Gree this has now taken place with CBC planting 3 trees, however GCC missed the planting window so will not replace the tree until next year. • 184, Cllr Sankey reported disappointment with the enforcement officers from GCC, however Cllr Whyborn noted that this was because their powers were limited to yellow line infringements. Nothing else can therefore be done by GCC and obstruction and poor parking would be a matter for the Police. • 185, Cllr Whyborn has spoken with the Head of Libraries and has email confirmation that they will take copies of the Record in future. He agreed that he will be the one to place the copies in the library so will liaise with Cllr Worsley close to the date. • 188, speak to 9 and 39 BoW, Cllr A Bamford confirmed that this has been done and the properties in question have had correspondence from the Crown. • 189, follow up consultation responses with CBC, Cllr Bamford reported that he was not sure on this action and so the Chair reminded members that we 	Clerk

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	<p>had not had or seen a response to the Stage 1 consultation, which would be expected before Stage 2 commences. It was agreed that the Clerk will write to the team requesting sight of this.</p> <ul style="list-style-type: none"> • 192, BT red box costing, post meeting Cllr Worsley has sent the list of costs • 194, horse riding in Holmer Park, the Clerk reported that they should not be riding on footpaths only road, byways and bridleways. Public open space is not for horse riding unless designated. Only option is to report to CBC if it happens again. <p>2. Planning Tracker, attached as Appendix C.</p> <ul style="list-style-type: none"> • 5 the Oaks was withdrawn so a revised application has been submitted to which we had submitted an objection. • 44 Fernleigh was refused so a revised application has been received. <p>3. Finance / Governance</p> <p style="padding-left: 20px;">i. Internal Audit Report 2024/25</p> <p>The GAPTC Internal Audit has now completed, a report received and the audit statement signed off. These items have been placed on the website. The Clerk went through the report to highlight the recommendations and actions taken since receiving, as follows:</p> <ul style="list-style-type: none"> • Clerk to be provided with a debit card rather than using own funds and requesting refund. All were in agreement that this be done, and the Clerk confirmed that a debit card had now been received. • Monthly agreement of accounts to take place at next meeting, making the process more formal in line with good practice. • Quotes are obtained when the insurance comes up for renewal in 2027 to ensure it remains competitive. • Dates for Exercise of Public Rights is minuted – confirmed that this is now on the agenda and will be for future years. • Annual check takes place for all assets to ensure condition is fit for purpose, Clerk confirmed this is now on the agenda and a schedule has been produced. It will also be placed on the website in line with recommendations. • A more detailed risk management policy is produced. The Clerk confirmed that this is on the agenda. • Financial decisions are more clearly minuted where quotes are obtained including details of who has quoted. To be actioned for future items. • More formal approval process for payments to be put in place to show clear trail of approval. Some questions were raised on materiality around this; however it was agreed that email trail would be used to confirm. <p style="padding-left: 20px;">ii. Annual Governance Statement 2024/25, Appendix D.</p> <p>This is the standard annual exercise to confirm that the council has appropriate controls in place to ensure correct financial and legal decisions are being taken and</p>	
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	controlled. The Clerk highlighted the questions on the return and confirmed that we can respond as a yes to all questions raised. The statement has been circulated in advance of the meeting for additional scrutiny, and to ensure that there are not any additional requirements that need to be put in place. The Clerk confirmed that the annual risk assessment had been amended in line with internal Audit recommendations and will be discussed later. It was agreed that in future it would be a good idea to call a meeting of the Finance Working Group to look at this in more detail, so this will be noted for action for the 2025/26 accounts.	Finance WG
	The Chair and Clerk signed the paperwork.	
	iii. 2024/25 Outturn and Bank Reconciliation, attached as Appendix E The final outturn has been circulated prior to the meeting together with the reserves statement. There is nothing unexpected within the final position. The Clerk highlighted that we had budgeted to receive a grant for £3,000 but this had not been obtained so as a result this gap had to be funded from reserves.	
	The Bank Reconciliation is also provided in line with Internal Audit recommendations.	
	iv. 2024/25 Annual Accounts The outturn position has to be presented on the standard audit template, and this is attached at Appendix F. The Chair and Clerk signed the accounts paperwork. The Clerk confirmed that the Internal Auditor has already had sight of this so it will now be sent to the external auditor.	
	v. Exercise of Public Rights Announcement 2024/25 The Clerk noted that the Internal Auditor had recommended we note the Exercise of Public Rights Announcement. The Clerk had circulated the paperwork and noted that this will go onto the website and noticeboard with an inspection period dated 03.06.25 until 14.07.25 in line with requirements.	
	vi. Asset Register and Condition Review This is attached at Appendix G, it is more comprehensive, includes an inspection date and condition review in line with audit requirements. All noted new process.	
	vii. Risk Management and Internal Controls As mentioned previously, the Internal Audit recommended a more comprehensive risk review. As required, one has been produced and circulated in advance of the meeting and is presented in Appendix H, and will be added to the website. Cllr A. Bamford suggested that this is something that needs to be reviewed and developed as part of the Finance Working Group, and it was agreed that he would put together an agenda and call a meeting of the group to go through the additional requirements that the internal audit has highlighted.	Finance WG
	viii. Payments List, Direct Debits and Standing Orders attached as Appendix I.	

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	<p>ix. Annual Adoption of Standing Orders</p> <p>The latest version has been circulated and was adopted.</p> <p>x. Annual Adoption of Financial Regs</p> <p>Following a NALC update a few minor amendments has been made in line with the model Financial Regs. This has been circulated and all were in agreement that they be adopted in line with annual best practice requirements.</p> <p>xi. Code of Conduct Review</p> <p>The meetings have now all taken place with the deputy Monitoring Officer from CBC. All had reviewed their returns and had updated the information to ensure it complied with the regulations. CBC will now summarise the information and present it on their website as required under regulations. Once this has been done the Clerk will be notified and will ensure that the required information is also presented on our website.</p> <p>xii. Great Western Air Ambulance Charity Grant Application</p> <p>An application has been received for £500. It was agreed that as this provides such a valuable service a grant should be made. As our budget is only £500 it was proposed by Cllr Worsley that we make a donation of £250, Cllr Whyborn seconded and all were in agreement. The Clerk will progress the payment.</p> <p>xiii. Devolution and Local Government Reorganisation Consultation</p> <p>A consultation has been received from GAPTC. Following our resolution at a previous meeting it was important that we engage in the process and submit a response. As the response is online, individual members can go in and submit a response and it was agreed that the Clerk will submit a parish wide response in line with our resolution. Link is as follows, https://forms.office.com/e/wpR2XFK5R9.</p>	<p>Clerk</p> <p>All / Clerk</p>
6.	<p>Community Engagement</p> <p>Cllr Holden reported that a VE tea had taken place as part of the 2 o'clock club. This had been a very successful event with over 40 people in attendance.</p>	
7.	<p>Footpaths and Open Spaces</p> <p>1. Open Spaces Report</p> <p>Cllr Willcox reported that unfortunately he still hasn't been able to get hold of Karen Watson to arrange the next walkaround, which was disappointing. It was suggested that perhaps he approach Richard Gibson, otherwise Cllr Sankey may be able to progress. It was unclear if she had a secretary to get a date in her diary. We didn't want to lose momentum on the issues.</p> <p>2. Land at Broad Oak Way Crown update</p> <p>The Chair reported that unfortunately we were facing an uphill battle with the Crown. They were proving very difficult to deal with, and costs were increasing for no reason.</p>	<p>Cllrs Willcox / Sankey</p>

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	<p>A meeting was held last week with CBC and notes have been circulated by the Clerk. CBC seem to now accept the position on maintenance and have agreed to a monthly cut in line with other verges in Cheltenham.</p> <p>CBC officers accept that it is Public Open Space (POS), however they still need to get a confirmed legal view on this. The Clerk has resent the 1969 legal document which GCC hold, and also an extract from the deeds of a resident, both of which clearly point to POS. The Chair noted that had this document been sourced sooner the parish council would have treated the situation very differently, and an asset of community value would not have been necessary, and nor would the numerous communications to residents have been needed.</p> <p>Unfortunately, in the meantime the parish received a bill from Ubico for over £4k for the maintenance at the site. The Clerk challenged this, as we had never agreed to take on maintenance for the site. Karen Watson has now confirmed that this was an error on the part of Ubico, so the invoice has been cancelled.</p> <p>The purchase is providing difficult to progress due to the 2 properties incorporating some land into their properties. Both have received communications from the Crown. In order to progress the sale, the Crown want us to pay and additional £750 legal fees and also pay for an appraisal of the site, which will cost £1,250.00. The reason for this is that The Crown Estate wants achieve best consideration when making a disposal of a property, and feel that number 9 and 39 represent an opportunity for a profit by the parish council, even though we have confirmed that the reason for purchase is continuing protection for the site.</p> <p>Cllr Sankey noted that with LG reorganisation CBC will cease to exist and so the legal position will fall to the new body anyway, however Cllr A. Bamford raised the concern that the parish council may end up as the responsible body.</p> <p>Cllr Whyborn proposed that we tell the Crown that we are pulling out, however after some more discussion it was agreed that we would hold off on making a decision until CBC have confirmed the legal opinion. Once we know that they have accepted the POS designation we will know that the site is safe, and covered for future maintenance.</p> <p style="text-align: center;">3. Up Hatherley Parish open spaces works</p> <p>A walkaround has taken place and 3 priorities identified, including Davalia Drive, Cheriton Path and Manor Farm path.</p> <p>Costings have been provided to progress works for these sites as follows:</p> <ol style="list-style-type: none"> i. Davalia Drive, both ends to be secured with stone and associated drainage works along the length. Funding sourced totalling £7,500 so no further contribution needed. ii. Cheriton Park, and Manor Park dig up paths and replace, cost to parish would be around £10k. 	
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	<p>It was agreed that both Cheriton and Manor Farm paths are sufficient and it seems unnecessary to pay for this at the current time.</p> <p>All were in agreements that we wait and see the results of the works at Davalia before any further decisions are made. The Chair suggested that money would be better spent improving the entrance to the play area at Hillview, as this was never done when the previous play improvements were made a number of years ago. The Chair will notify Malcolm re our decision.</p> <p>4. Wall at Morrisons</p> <p>The entire site is owned by Morrisons but leased, so in fact it is the pub that is responsible for repairs. They dispute this and so nothing is progressing. It was proposed that a letter be sent to Ember Inns and copied to Morrisons.</p>	<p>Chair</p> <p>Chair</p>
8.	<p>Police and Community Safety</p> <p>1. Crime Report</p> <p>Cllr Ponting presented the latest figures, presented at Appendix J. January is empty as if you miss a month the data is then unavailable which is a shame. It is also concerning that outcomes always match, which can't be right as it suggests nothing gets carried over.</p> <p>Cllr Sankey reported that PCSO's have been reduced by 2/3rds.</p> <p>Cllr S. Bamford and A. Ponting have attended Advocacy meetings; however, they have not found these to be particularly useful. The next is on 20th May and Cllr Ponting will attend.</p>	
9.	<p>Highways and Transportation</p> <p>1. Highways Report</p> <p>Cllr Whyborn updated on the latest actions around the parish:</p> <ul style="list-style-type: none"> • Light at the end of Hollis Road, this will be carried over from last year as no funding was identified last year. Need to discuss at the next working group meeting. • Pedestrian Crossing Sunnyfield Lane, following the bore holes it was identified that this job can go ahead. RW to chase quote – post meeting note, now received £12,669.78. • As a GCC councillor have a £30k budget to share between Benhall and Up Hatherley, so although stepping away from the Highways group will still have some involvement going forward re best spend for this pot of money. <p>2. Bus Service</p> <p>The Chair has received an email from Leckhampton with Warden Hill PC about installing a bus shelter along Carmarthen Road. This was discussed but felt to be inappropriate given the location and size of the pavement. The Chair will feed back.</p>	<p>Highways group</p> <p>Chair</p>

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	<p>Cllrs A. Bamford and Ponting raised concerns about trees and possibility of branches falling into the road creating a hazard. Cllr Whyborn asked that they be reported on Fix My Street. Cllr Whyborn will take a look at the tree at the Poplars.</p> <p>Cllr Sankey raised a concern about increased dog mess along the highways. She has spoken at length with Environmental Health but there is little action. The Clerk has done some research, but there is little that we can do as a PC.</p>	Cllr Whyborn / A. Bamford / Ponting																				
10.	Village Hall Nothing to report																					
11.	Communications Nothing to report.																					
12.	Date of next meeting 1 st July 2025 <div>..... 1 July 2025 Chair</div>																					
13.	Appendices: <table><tr><td>A.</td><td>Working Groups</td><td>F.</td><td>Annual Accounts</td></tr><tr><td>B.</td><td>Action Tracker</td><td>G.</td><td>Asset Register</td></tr><tr><td>C.</td><td>Planning Tracker</td><td>H.</td><td>Risk assessment</td></tr><tr><td>D.</td><td>Annual Governance Statement</td><td>I.</td><td>Payments List, DD's and SO's</td></tr><tr><td>E.</td><td>Outturn and Bank Reconciliation</td><td>J.</td><td>Crime Figures</td></tr></table>	A.	Working Groups	F.	Annual Accounts	B.	Action Tracker	G.	Asset Register	C.	Planning Tracker	H.	Risk assessment	D.	Annual Governance Statement	I.	Payments List, DD's and SO's	E.	Outturn and Bank Reconciliation	J.	Crime Figures	
A.	Working Groups	F.	Annual Accounts																			
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Appendix A

May 2025 |

Planning & Finance	Footpaths & Open Spaces	Highways & Transportation	Police & Community Safety	Communications	Community Engagement	Village Hall
<u>A. Bamford</u> P. Worsley R. <u>Whyborn</u> Others as required.	<u>D. Willcox</u> A. Houlton S. Gutteridge M. Ede A. Duignan	<u>A. Bamford</u> A. Ponting <u>S.Gutteridge</u>	<u>A. Ponting</u> <u>S.Gutteridge</u> J. Sankey A. Bamford	<u>J. Furley</u> D. Willcox A. Houlton N. Holden	<u>S. Bamford</u> N. Holden A. Goldsby J. Sankey A. Duignan	<u>S.Gutteridge</u> <u>J. Wells</u> N. Holden P. Worsley

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No.	Meeting Date	Minute ref	Item	Responsible	Progress	Status
90	05/09/2023	7.1	Farm Shop Car Wash site	AP	To maintain a diary of events for TBC	Open
128	06/03/2024	11	Youth Council	JS	JS has contacted the other PC's but no responses. Has followed up with Lakeside so will keep under review	Open
136	07/05/2024	14	Community day	JS		Open
172	05/11/2024	6.2	Speak to Malcolm re planting on Fernleigh	Chair		Open
174	05/11/2024	8.1	Lighting end Hollis Road	RW	coved under 06.05.25 meeting	Closed
175	05/11/2024	10.1	gov.uk review options and costs	JF		Open
178	07/01/2025	4.2.ii	Cheltenham Tree strategy - open spaces to discuss once received	OS WG		Open
182	07/01/2025	6.2	Follow up with GCC re replacement trees Coney Gree	RW	This has been done, CBC have planted but GCC missed the planting window so will fall to next year now	Closed
184	07/01/2025	8	Parking Lakeside, request GCC carry out checks	RW	Enforcement officers have attended and Cllr Sankey will request feedback. Not a lot of further action can be done now, JS disappointed with GCC team however limited powers. May be better to involve the police.	Closed
185	07/01/2025	10.2	Speak to Head of Libraries re holding copies of the Record	RW	RW followed up and will place the Record in the Library this year	Closed
188	04/03/2025	4.2.i	Visit 9 and 39 BoW to see if Crown Estate have been in touch	Cllr A Bamford		Closed
189	04/03/2025	4.2.ii	Follow up stage 1 consultation with CBC and raise queries from meeting	Cllr A Bamford	Clerk to send email following discussion on 06/05/25	Open
190	04/03/2025	4.2.ii	Advise Chair re volunteering for SLP WG	All		Open
192	04/03/2025	5.2	Follow up purchase of BT red telephone kiosk	Cllr Worsley	PW has circulated costs	Closed
193	04/03/2025	6.1	Arrange meeting with Karen Watson	Cllr Willcox	DW to send via RG, and AB will try and arrange as KW not responding to emails	Closed
194	04/03/2025	6.1	Follow up rules on horses in public open spaces	Clerk	Should not be riding on footpaths only road, byways and bridleways. Public open space is not for horse riding unless designated	Closed
195	04/03/2025	7.1	Arrange cyber meeting	Chair		Open
196	04/03/2025	10.2	Provide photos / articles for Record	All		Open
198	06/05/2025	5.1	Write to CBC re response to strategic land use consultation stage 1	Clerk		Open
199	06/05/2025	5.3.ii	Future review of AGS	Finance WG		Open
200	06/05/2025	5.3.vii	Future review of risk	Finance WG		Open
201	06/05/2025	5.3.xii	Pay grant to Air Ambulance	Clerk		Open
202	06/05/2025	5.3.xiii	GAPTC devolution survey response	Clerk / All		Open
203	06/05/2025	7.1	Cllrs Sankey and Willcox to liaise re getting hold of Karen Watson for an Open Spaces meeting	JS / DW		Open
204	06/05/2025	7.3	Review results of work at Davalia Drive before making future decision on open spaces works	Chair		Open
205	06/05/2025	7.4	Write to Ember Inns / morrisons re wall	Chair		Open
206	06/05/2025	9.1	Follow up light at Hollis Road and Crossing at Sunnyfield	Highways group		Open
207	06/05/2025	9.2	Respond to LwWHPC re bus shelter	Chair		Open
208	06/05/2025	9.2	Report trees on fix my street	AP / AB		Open

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Appendix C

Planning Tracker:

Address	Application Reference	Detail	Validated Applic. Rec'd by CBC	Status	UHPC Response
15 Haslette Way	24/00601/CLPUD	Single storey extension	16/04/2024	Refused	No obj
44 Fernleigh Crescent	24/01266/FUL	Proposed side extension and front extension	14/08/2024	Refused	No obj
2 Kingscote Road East Ch	24/01703/FUL	Proposed dormer roof extension to existing garage to convert into ancillary bedroom accommodation.	16/10/2024	Refused	no obj
5 The Oaks Up Hatherley	24/01789/FUL	Loft extension comprising front and rear dormers	30/10/2024	Withdrawn	Objected
18 Keswick Road	24/02129/FUL	Proposed new self-build dwelling	08/01/2025	Refused	
3 Sevelm	25/00281/FUL	Two storey side extension and single storey side ext	20/02/2025	Pending	no obj
143 Hatherley Road	25/00394/FUL	Loft conversion with hip to gable conversion and rear dormer together with single storey side extension.	13/03/2025	Pending	no obj
44 Fernleigh Crescent Up H	25/00489/FUL	Front dormer, side and rear extension and new entrance porch	26/03/2025	Pending	No obj
6 Genista Way Up Hatherley	25/00547/FUL	Erection of single storey rear (sunroom) extension to replace existing conservatory(Revised application of 21/00783/FUL	01/04/2025	Pending	No obj
5 The Oaks Up Hatherley	25/00554/FUL	Loft extension comprising rear dormer and raising height of the ridge and garage conversion	04/04/2025	Pending	Objected

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Appendix D

UP HATHERLEY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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Appendix E

Up Hatherley Parish Council Quarterly Reporting - Q4

	2023-24 OUTTURN £	2024-25 Budget £	2024-25 Reserve £	2024-25 Total £	2024-25 Q4 £
Expenditure					
Loan Repayments	6,873	6,634		6,634	6,710
Maintenance	3,254	5,000		5,000	4,860
Projects		5,000		5,000	750
Bournside Road Crossing	5,000				
BoW Purchase	-	-	750	750	750
Building / roof works	1,973				
Dedicated Youth Work	-	1,200	1,200	-	-
Greatfield Toilets	4,000				
Highways Safety	-	5,000	5,000	-	-
Lakeside Foodbank	1,000	800	200	1,000	1,000
Landscaping	29,881				
Summer holiday activity prog	2,000	2,000		2,000	
Recreation & Culture	1,573	2,200	500	1,700	2,199
Running the Council	17,976	17,801		17,801	19,429
GPOC (Donations / grants)	750	600	200	400	50
Subscriptions	1,943	2,000		2,000	2,007
Village Hall	9,184	9,711	4,769	14,480	16,830
Total	85,407	52,946	1,181	51,765	53,834
Income					
Hiring	- 16,122	- 15,000		- 15,000	- 19,849
Interest	- 827	- 800		- 800	- 661
Other income	- 12,175	- 3,000	3,000	-	- 247
Precept	- 30,798	- 33,846		- 33,846	- 33,846
Record	- 350	- 300		- 300	- 300
Total	- 60,272	- 52,946	3,000	- 49,946	- 54,903
VAT Account					
Other (VAT recoverable)	7,648				2,865
VAT Reclaimed	- 7,648	-		-	- 2,865
Total	0	-	-	-	-
Surplus (-)/ Deficit for the Year	25,136	-			- 1,069
Retained Surplus b/f	- 56,157				- 31,021
Retained Surplus c/f	- 31,021	-	1,819	1,819	32,090

Represented by

Current Account	10,152	12,561
High Interest	20,868	19,529
Total	31,020.63	32,090

Reserves and Grants:	Opening 2024/25	Transfers In New	Internal Transf In	Internal Transf Out	Expected Opening 2025/26
Election Reserve	8,500				8,500
General Fund	11,321	2,138		- 3,000	5,690
Open Spaces Improvements (1301.3)	5,000			- 5,000	-
Highways Safety	5,000		5,000		10,000
BoW land purchase	-	750	5,000		5,000
Outreach Youth Work (071123, 5.ii)	1,200		1,200		2,400
Graphic Design	-		500		500
Total	31,021	2,888	11,900	- 8,000	32,090

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Up Hatherley Parish Council Bank Rec

		2024/25
HSBC	11376349	8,184.48
Creditors		-343.09
Debtors		<u>2,310.97</u>
		10,152.36
HSBC	51376357	<u>20,868.27</u>
Opening Balance		<u>31,020.63</u>

Receipts during the year	54,903.31
Payments during the year	<u>-53,833.84</u>
Closing balance	<u>32,090.10</u>

Represented by the bank accounts as under:

HSBC	11376349	11,215.73
Creditors		-236.76
Debtors		1,680.68
RIA		<u>-99.00</u>
		12,560.65
HSBC	51376357	<u>19,529.45</u>
Closing balance		<u>32,090.10</u>

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Appendix F

Section 2 – Accounting Statements 2024/25 for

UP HATHERLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	56,157	31,020	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	30,798	33,846	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	29,473	21,057	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	14,543	15,189	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	6,873	6,710	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	63,992	31,935	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	31,020	32,090	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	29,053	30,745	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	226,889	232,217	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	73,500	69,300	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)			
11b. Disclosure note re Trust funds (including charitable)			✓

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Appendix G

Asset register:	2024/25	Purchased	Condition Report
Long Mynd and Fernleigh Greens	1	1949	Maintained regularly, good condition
Village Hall	120,000	1985	Maintained regularly, good condition
Notice Boards	146	1992	Viewed 24.04.25, good condition
New Chairs	320	2006	Used regularly, older / broken ones disposed off as required
New windows	2,400	2008	Good working order, viewed 26.04.25
Chair Trolleys	322	2009	Good working order, viewed 26.04.25
2x benches	506	2010	To be painted, located at hall
Tables	141	2020	Good working order, viewed 26.04.25
Hall roof	71,645	2022	Replaced 2022, good working order, viewed 26.04.25
2x benches	1,390	2022	Located in Holmer Park, good condition, viewed on 26.04.25
Printer	238	2022	Used 26.04.25, good working order
Landscaping & Ass. Wks	28,056	2023	Maintained weekly by 2 o'clock club
CCTV	1,825	2023	Serviced Feb 2025
Urns	143	2023	Used December 2024, good working order
Dishwasher	195	2024	Good working order, viewed 26.04.25
Memorial bench	407	2024	Good condition, located at Hall, viewed and checked 26.04.25
Garden Furniture	198	2024	Good condition, located at Hall, viewed and checked 26.04.25
New radiators	1,600	2024	Good working order, viewed 26.04.25
EV Points	1,695	2024	Serviced March 2025
Sound Amp	824	2024	Serviced and replaced Dec 2024
Hall Chairs x4	167	2025	Good condition, located at Hall, viewed and checked 26.04.25

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Appendix H

FINANCIAL				
Subject	Risk Identified	Risk Level H/M/L	Management of Risk	Review
Financial controls	Non compliance with financial regs	M	Adopt and regularly review financial regs	Annually in May and ad hoc with any NALC updates
Legal powers	No legal power to spend	L	Adoption of General Power of Competence	Ongoing review
			Qualified Clerk	
			Membership of GAPTC	
Statutory tasks not completed	Operating outside legal framework	L	Accounts reviewed monthly by nominated councillor and quarterly reports taken to full meetings	Ongoing review
			All audit reports taken to full council	
			Staff receive appropriate training	
Annual return	Not submitted to required timelines	L	On agenda for May meetings	Annually
Precept	Not requested	L	Agreed at January meeting of full council	Annually
	Not received	L	Clerk to chase	Annually
	Inadequate	M	Robust review by working group to ensure that increase is reasonable and options provided to full Council	Reviewed prior to January meeting and options provided
Borrowing	Insufficient funds for loan repayments	L	Schedule of repayments included as part of budget setting process	Annually
Banking	Cash and cheques not banked promptly	L	No cash taken, very few cheques received or issued.	Ongoing review
			Monthly accounts provided to nominated councillor	Ongoing review
	Fraud / error	M	Approval process for all payments in place	Ongoing review
Competence	Absence of skills	L	Clerk qualified, completed CPD	Ongoing review
Financial records	Loss	M	Computer regularly backed up, bank statements available online, accounts sent to nominated councillor	Ongoing review
Payroll	Incorrect payments	L	PATA payroll bureau used to process payroll and submit tax information	Ongoing review
VAT	Not reclaimed	L	Claims made at least twice yearly	Ongoing review
Elections	Insufficient funds for election costs	M	Reserve held in case of election	Adequacy reviewed annually as part of budget setting process
Insurance	Adequacy	M	Additions to asset register reviewed to ensure insurance notified if needed to add to policy	Ongoing review
	Compliance		Reviewed as part of internal audit	Annually
MANAGEMENT				
Subject	Risk Identified	Risk Level H/M/L	Management of Risk	Review
Continuity of business	Loss / damage to computer	M	Files backed up regularly	Annually
Continuity of staff	Absence	M	Use of locums provided by GAPTC	Ongoing review
Loss of records	Loss of paper records	L	Majority of documents on laptop / backed up	Ongoing review
Health and safety of staff	Injury at work	L	Liability insurance in place	Ongoing review
Health and safety of visitors	Injury at hall / events	L	Accident log held at hall, liability insurance in place	Ongoing review
Health and safety of volunteers	Injury at hall / events	L	Volunteers clear on requirements to minimise risk	Ongoing review
Contractors	Works at hall / grass cutting on greens owned by parish could prevent danger to public	M	Proposed works subject to risk assessment and adequacy of insurance of contractor	Ongoing review
Hall users	Groups using hall could be injured or damage hall items	M	Hall user policy in place, insurance in place	Ongoing review

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PROCEDURAL				
Subject	Risk Identified	Risk Level H/M/L	Management of Risk	Review
Legal powers	Acting outside of powers	L	General power of competence adopted, Clerk qualified, review where unsure with GAPTC	Ongoing review
	Councillors / working groups exceeding power		Working groups are task oriented with no power to make decision. Where councillor given delegated authority this is minuted	At meetings of full council
Documents	Accuracy of records	L	Agendas prepared by Clerk in liaison with Chair, all minutes produced to required timelines and publically available	Ongoing review
	Non compliance of minutes and agendas		Council operates with SO's and NALC models	Ongoing review
FOI	Non compliance	L	Clerk ensures prompt response to any FOI	Ongoing review
Data protection	Non compliance	L	Signed up to ICO and GDPR policy in place	Ongoing review
Public liability	Failure to provide duty of care	M	£5m public liability	Annual review
Contractors	Failure to provide duty of care	M	Contractors provide risk and H&S assessment prior to commencing works or for grass cutting operate under contractual terms	Ad hoc review with contractor
ASSETS				
Subject	Risk Identified	Risk Level H/M/L	Management of Risk	Review
Register	Items missing	L	Clerk ensures items added to asset register and presented annually to full council	Annual review
Maintenance	Items not maintained	M	Clerk has included a schedule of review to ensure assets maintained and reviewed regularly. Gym equipment maintained annually by external contractor	Annual review
Contractors	Damage through workmanship	M	Ensure public liability insurance in place	Ongoing review
Hall	Poor upkeep	L	Regular review of hall to ensure it is in good state of repair	Ongoing review
COUNCILLOR CONDUCT				
Subject	Risk Identified	Risk Level H/M/L	Management of Risk	Review
Code of Conduct	Non-compliance	M	Provided to all, training available from GAPTC if required	Ongoing review
Register of Member Interests	Non disclosure	L	Recent training from Monitoring Officer on requirements and Clerk ensures all complete form on appointment	Ongoing item on agenda

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Appendix I

Payments List and Direct Debits / Standing Orders

Date	Detail of Spend	Payee Name	Budget Area	Net Cost £
04/04/2025	Legionella	JP Plumbing	Village Hall	95.00
04/04/2025	Subscription	GPFA	Village Hall	100.00
04/04/2025	Subscription	GAPTC	Subscriptions	1,995.55
04/04/2025	Subscription	GRCC	Subscriptions	25.00
04/04/2025	Subscription	CPRE	Subscriptions	84.00
07/04/2025	Equipment	Amazon	Village Hall	23.99
08/04/2025	Cleaning	Home Bargains	Village Hall	18.60
14/04/2025	Pension SIPP ers	Fidelity	Running The Council	36.88
16/04/2025	VH Garden	S Gutteridge refund	Village Hall	12.00
18/04/2025	Bank Charges	HSBC	Running The Council	5.00
23/04/2025	Cleaning	K Oakey	Village Hall	6.11

Payee	Frequency	£	Comment
British Gas	Monthly	Variable	dependent on meter reading
	Monthly	Variable	dependent on meter reading
BT Group	Monthly	50.34	
Gocardless	Monthly	23.99	
ICO Data Pro	Annual	35.00	
PWLB	6 monthly	Variable	dependent on loan
Waterplus	Monthly	Variable	dependent on meter reading
K Oakey	Monthly	156.84	

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Appendix J

Monthly Crime Figures for Up Hatherley & Benhall												
	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
Anti-social behaviour	15	18	24	11	14	18	13	20	21	21		7
Bicycle theft	1		2					1	2	3		2
Burglary	2	6	5	3	2	4	1	4	7	4		4
Criminal damage and arson	3	5	6	7	6	8	4	6	8	2		5
Other theft	9	11	8	10	9	5	6	3	4	4		8
Public order	8	5	8	6	3	3	4	1	5	5		
Shoplifting	16	8	12	15	13	16	9	10	15	6		16
Vehicle crime	5	6	5	5	6	3	1	10	3	4		8
Violence and sexual offences	20	22	21	21	26	24	15	20	23	29		19
Other crime	2		5	1	2	2	2	3	3	2		1
Drugs	1	3	2	1	2			3	1	1		2
Theft from the person												
Robbery			1									
Possession of weapons												
Totals:	82	84	99	80	83	83	55	81	92	81	69	72
OUTCOMES												
	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
Other	15	18		11		18	13	20	21	21		7
Under investigation	29	25		27		30	17	35	34	27		39
Further action is not in the public interest												
Investigation complete No suspect Identified	31	32		35		25	15	14	21	17		16
Offender given a caution												
Unable to prosecute	7	8		4		8	8	7	12	5		7
Local resolution		1		2		1	2	3				2
Awaiting court outcome								1	2	1		1
Suspect charged as part of another case				1					1			
Action taken by another organisation						1		1	1	10		
	82	84	99	80	83	83	55	81	92	81	69	72