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| **MINUTES OF THE “Virtual” MEETING OF UBLEY PARISH COUNCIL**  **held on Thursday 13th August 2020**  The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) came into force on the 4 April 2020.  The 2020 Regulations enable Parish Councils to hold remote meetings (including by video and telephone conferencing for a specified period until May 2021). |

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|  | ITEM | ACTION |
| Present | Councillors W Hallam (in the Chair), P. Collins (Vice Chair) Y. Thompson, J. Croot, M. Smart, C. Moore  Clerk – Corinna Levack  District Councillor – Vic Pritchard |  |
| 1 | **To receive and accept apologies for absence** |  |
|  | Apologies for absence :–  Cllr A. Cole |  |
| 2 | **To receive declarations of interest in the agenda** |  |
|  | None received |  |
| 3 | **Open session to receive comments from the public** |  |
|  | No public present. |  |
| 4 | **To approve and sign the minutes of the previous meeting held on 4h June 2020 and go through the follow-up actions** |  |
|  | These were duly approved and signed. |  |
| 5 | **Clerk’s report/correspondence: To discuss and approve further actions where needed:** |  |
| (i) | The Sweeper Has been *b*ack at work since 3rd August. His masks and hand sanitiser have yet to be issued. | WH |
| (ii) | Staff Contracts The compliance of both will be remedied, shared with members of the Staff Committee by 21.8.20, and duly issued to the Council’s two staff. | MS |
| (iii) | Staff Committee No meeting agreed |  |
| (iv) | Location of Parish Council meetings - agreed to seek further clarification of the covid security offered by the Parish Hall | CM |
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| 6 | **Ubley Parish Council Annual Governance and Accountability Return (AGAR) for year ending 31.3.20** |  |
| a | The Council to receive the Annual Internal Audit Report for 2019/20 |  |
| i | Internal auditors report - with written summary and comments on required actions from the Clerk. The value of the precept 2020-21 is **£13860** – made in two payments  A draft for 2021 **Assets Register** shared and approved for review by the Council in May2021. This includes the asset values as recommended by the internal auditors |  |
| ii | Payments and receipts The Spreadsheet of accounts for the Council 2019-20 had been circulated and was approved. |  |
| iii | 2020/21 budget (January 2020) - approved as presented on the Budget Control tab of the spreadsheet |  |
| iv | 2020/21 Payments and Receipts April – July were approved by the Council. |  |
| b | Section 1 of the Annual Return for 2020/21  The Parish Council formally approved Section 1 The **Annual Governance Statement**) and it was formally signed by the Chairman and Clerk.  The **Certificate of Exemption** was also approved and signed by the Chairman and the Clerk |  |
| c | Section 2 of the Annual Return for 2019/20 (**The Annual Accounting Statement**)  The Parish Council formally approved Section 2 of the Annual Accounting Statements for 2019/20.  The Chairman and Clerk formally signed Section 2. |  |
| d | Section 1 of the Annual Return for 2020/21  The Parish Council to formally approve Section 1 The Annual Governance Statement) The Chairman and Clerk to formally sign.  The Chairman to announce that the **Notice of Public Rights** will be posted in the village on 14th August and that Parishioners will be able to look at financial information between Monday 17th August and Monday 26th September 2020. |  |
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| 7 | **Finances** |  |
| (a) | **The council to review and approve 2019 Financial Regulations** |  |
|  | It was proposed and seconded to adopt the model format provided by NALC.  Actions arising (recorded in correspondence):   * This will be reviewed in June 2021 * S 2.2 and s.3.3 Cllr Moore will undertake the verification of the Bank Reconciliations and forward budget planning alongside the Clerk * The Clerk to seek advice on obtaining credit references, and contractor contract requirements | CM  CL |
| (b) | To confirm payments and the signing of cheques.  All agreed |  |
| (c) | Banking and accounting arrangements  Continue researching appropriate online banking for the Council as a priority*.* | WH to discuss with YT |
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| 8 | **Planning** |  |
| (a) | Planning Application 20/01408/VAR  The Council confirmed its continued opposition to the application. |  |
| (b) | Planning Application 20/02555/FUL  The Council resolved to approve the application. |  |
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| 9 | **The Website** |  |
|  | The Parish Council website went down in July following a malicious attack. Following much effort and with the help of a parishioner, Cllr Collins has got it barely functional but in need of a significant update.  The Council asked Cllr Collins to look into the options of both a local and commercial solution to achieve a website more compatible with the requirements for transparency and accessibility demanded. | PC |
| 10 | **To receive an update from the District Councillor** |  |
|  | B&NES continues to reduce costs in response to the serious drop in income as a result of the pandemic, and is working on its best access to central government funding to assist its continued delivery of services. |  |
| 11 | **Reports from Councillors** |  |
| (a) | Chew Valley Forum  Clr Moore had circulated notes from the previous meeting which covered responses to pandemic related anticipated rise in level one mental health issues; and managing large group behaviour locally. Councillors commented positively on the usefulness of the forum. |  |
| (b) | Climate Emergency  The Council asked Clr Croot to prepare a briefing for the September meeting to guide the council on their choices regarding declaring a climate emergency and local activities that could support the environment | JC |
| 12 | Clerk – General Correspondance |  |
| i. | The Council has to update the pensions regulator regarding its staff |  |
| Ii | A notice has been posted regarding the Bristol and Avon Water Blitz |  |
| Iii | The Council is about to receive a payment of Wayleave from Western Power. |  |
| 15 | **To confirm the date of the next meeting :** |  |
|  | A further Virtual meeting to be held on Zoom.  Thursday 10th September 2020  at 7.30pm  Joining details will be published with the Agenda by 4th September. In the meantime, please contact the Clerk if you have any questions about attendance. |  |

**Cheque p****ayments to be agreed by Parish Councillors on 13.8.20:**

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| **Date** | **Cheque number** | **Amount** | **Description** | **Signed** | **Spend to date**  **( inc these payments) vs budget** |
| 13.8.20 | 1466 | 158.58 | Ken Jones  Sweeper salary | PC YT | On track. |
| 13.8.20 | 1467 | 287.62 | Corinna Levack  Clerk’s salary | PC YT | On track |
| 13.8.20 | 1468 | 40.00 | CPRE Subscription | PC YT | On track, same as last year |
| 13.8.20 | 1469 | 46.82 | W. Hallam – Garden Waste renewal – for Sweeper’s work | PC YT | 82p over budget |
| 28.7.20 | 1465 | 132.00 | HMRC – Q1 PAYE | WH AC | Late payment – sent 30.7.20 |
| 13.8.20 | 1470 | 240.00 | West Country Goundcare Ltd | PC YT | 2 cuts of the Churchyard (June) |
| 13.8.20 | 1471 | 180.00 | IAC Audit & Consultancy Ltd | PC YT | Annual payment, Under budget |
| 13.8.20 | 1470 | 120.00 | West Country Goundcare Ltd | PC YT | 1 cut of the churchyard (July) |
| **TOTAL** |  | **1205.02** |  |  |  |

**Prepared by Corinna Levack, Clerk and RFO**