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| **MINUTES OF THE “Virtual” MEETING OF UBLEY PARISH COUNCIL**  **held on Thursday 10th December 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. P. Collins (in the Chair), (Vice Chair) J. Croot, W.Hallam, A.Cole, M. Smart  District Councillors K.Warrington, V. Pritchard  Clerk – Corinna Levack |  |
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| 1 | **To receive and accept apologies for absence** |  |
|  | Cllr Y. Thompson |  |
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| 2 | **To receive declarations of interest in the agenda** |  |
|  | None received |  |
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| 3 | **Open session to receive comments from the public** |  |
|  | None present |  |
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| 4 | **To approve and sign the minutes of the previous meeting held on 12th November 2020 and go through the follow-up actions** |  |
|  | The minutes were duly approved and signed in due course. |  |
|  | Matters Arising :  Matters arising not named on the agenda included :   * Observation on the lack of Short reports of council meetings in local publications recently. * 4 – Memorial Bench – Councillors will update in January 2021 * The Clerk reported that she had received the hard copies of the signed Declarations of Acceptance of Office from the new Chairman and Vice chairman. | WH PC |
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| 5 | **Clerk’s report/correspondence: To discuss and approve further actions where needed:** |  |
| a | **Internal Matters** |  |
| (i) | Clerk’s Contract  This has now been updated, received and signed by both the Chairman and the Clerk. | CL |
| (ii) | The Sweeper’s Contract  This will have a final review of the new details and will be submitted for approval at the January Council meeting for approval. | CL |
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| b | **Correspondence** |  |
| (i) | B&NES budget webinars  KW kindly offered to circulate notes to the councillors | KW |
| (ii) | Training  Councillors have been circulated with ALCA and NALC training opportunities and were encouraged to make use of them. There was agreed that the Clerk look into Internal Controls training and report back. | All  CL |
| (iii) | West of England Combined Authority (WECA) survey about the future of the region.  All approved the response made. |  |
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| 6 | **Finances** |  |
| (a) | Financial Statements  These were approved.  A councillor will cover the review of the finances to cover the current vacancy | YT |
| (b) | To Confirm Payments and the Signing of Cheques  These were approved. |  |
| (c) | Banking and Accounting Arrangements  The council’s request to apply for a business account has been registered with Triodos who are currently closed to new applications until the new year. The Clerk will follow up. | CL |
| (d) | Budget Planning  The Clerk was asked to share the eight month accounts summary as well as the half year figures circulated last month. There were no comments on the previously circulated figures.  Bath & NE Somerset Council (B&NES) strongly requests that parish council precept requests are submitted by February. Exact figures for the precept are required for the minutes. | CL |
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| 7 | **Councillor roles and responsibilities** |  |
|  | A suggestion to group the responsibilities was approved by all present. The following groups and lead Councillors were also approved, some vacancies remain :  Village maintenance – Cllr Hallam  Planning - Cllr Smart  Finance and administration -  Staffing -  Defibrillator - Cllr Croot  In addition there will be occasional projects such as Climate Change; and there are a number of liaison roles to fill once the councillor vacancy is filled. |  |
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| 8 | **Planning** |  |
| (i) | **Updates on Previous Applications** |  |
|  | 20/01408/VAR – Streamside – has been approved by B&NES Planning Committee despite numerous appeals. |  |
| (ii) | **New Planning Applications** |  |
| a. | 20/04415/TCA – Church Farm House tree work  All agreed no objection. |  |
| b | 20/04444/TCA – Three Ways tree work  All agreed no objection |  |
|  | A further application came in after the agenda was published and will be discussed at the January 2021 meeting.  Councillors requested that notice of planning applications be circulated to all councillors. | CL |
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| 9 | **The Website** |  |
|  | The new contract will take the Council website straight into an updated format being implemented by NetWise UK. All approved. | PC |
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| 10 | **To receive an update from the District Councillor** |  |
|  | The meeting was delighted to welcome both district councillors. Topics covered included the setting of the B&NES budget, Covid-19, the 2021-2 budget |  |
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| 11 | **Reports from Councillors** |  |
| i | Phases 1 and 2 – access to the Glebe Field  B&NES have reported that s106 funding will not cover Phase 2 work which is not on public land.  An enquiry will be made into whether any surplus to the speed signs could be used to consolidate the recent repairs to the drain gullies on Cleeve Hill.  An enquiry will be made into whether a Children’s Services element of the funds can be used towards the play area | WH  MS |
| ii | Climate Emergency  Cllr Warren offered to report on any local meetings she has attended. | KW |
| iii | ALCA Meeting 3.12.20  No report |  |
| iv | Drainage and Flooding  See 11(i) above  Again it was reported how well the B&NES “Fix My Street” system works for residents to use. |  |
| v | The Play Area Project  The group have raised £6000 plus and continue to apply for grants. They also have village fund raising events in hand and are working towards a phased development. |  |
| vi | Street Parking  Leaflets have been prepared and are about to be distributed | JC WH |
| vii | Trees at the Parish Hall car park  Reports have been received that one is dead and one is diseased and overhanging the car park. Councillors will visit to review and assess and potentially seek quotations for remedial work | AC WH |
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| 12 | **The casual vacancy for a parish councillor** |  |
|  | This has been advertised in The Link and on Facebook and will be in the January Chew Valley Gazette. Councillors will continue to seek interest and can use a model application form with potential candidates. |  |
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| 13 | **To confirm the date of the next meeting :** |  |
|  | All meetings to be held remotely until further notice.  Thursday 14th January 2021  Thursday 11th February 2021  Joining details will be published with the Agenda by 7th January and 4th February 2021. In the meantime, please contact the Clerk if you have any questions about attendance. |  |

**Financial Report below…**

**UBLEY PARISH COUNCIL FINANCIAL REPORT FOR MEETING 10.12.20**

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1. **RECEIPTS**

* £ 0.07 interest on the Business Reserve Account
* £ 225.00 – received from Ubley Primary School to cover use of the Glebe Field. Remittance note received but payment arrived too late to reach the November bank statement.

1. **PAYMENTS to go before the 10th December 2020 meeting of Ubley Parish Council**

Details of the cheques**:**

1. **Unpresented cheques as of 30 November 2020 :**

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Cheque number** | **Amount** | **Description** | **Signed** | **Spend to date** |
| 12.11.20 | 1485 | 300.00 | PCAA - towards legal expenses | YT AC | Unforeseen. Agreed at Council meeting 8.10.20 Minute 9 (vi) |

1. **Cheque p****ayments to be agreed by Parish Councillors on 12.11.20:**

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| **Date** | **Cheque number** | **Amount** | **Description** | **Signed** | **Spend to date** |
| 10.12.20 | 1486 | 146.52 | Sweeper’s salary |  | On track. |
| 10.12.20 | 1487 | 345.86 | Clerk’s salary |  | Includes payrise, back dated to 1.4.20. On track |
| 10.12.20 | 1488 | 899.00 | NetWise UK for new website |  | Unplanned. But there are underspends elsewhere |
| 10.12.20 | 1489 | 50.00 | Midsomer Norton & Radstock Dial-A-Ride |  | Not specifically budgeted for but there is precedent for this donation. |
| **TOTAL** |  | **1441.38** |  |  |  |

The Bank’s statements report the following balances :

* Current Account at 30.11.20 £ 13 042.86

(£300 payment unpresented, £225 receipt unrecorded)

* Business Account at 30.11.20 £ 8 064.39

1. **Financial Correspondance**
2. 1.12.20 email received with remittance advice from Lighthouse Schools partnership to report electronic payment of rent for Glebe Field
3. Email from Triodos to acknowledge UPC registration of interest in opening a business account. Currently Triodos are not offering new accounts due to a surge in interest. They will be reviewing this in the New Year.
4. **Preliminary figures for budgeting discussions for 2021-22**

Please see report prepared by Cllr Moore and the Clerk, circulated in November.

Unresolved matters include detailed review of the figures submitted and clarification of :

* + Any play area development costs funded by the council; any rise in insurance necessitated by covering play equipment
* Phases two of the access to the Glebe Field project which is not covered by grant funding
* The Clerk’s hours
* A likely increase in the insurance which is due for review in 2021 – the sum given allows for a 10% increase

**Prepared by Corinna Levack, Clerk and RFO, on 8.12.2020**