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| **MINUTES OF THE “Virtual” MEETING OF UBLEY PARISH COUNCIL**  **held on Thursday 10h September 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, A. Cole, C. Moore.  PC Jon Beswetherick, Police Beat Manager  One member of the public  Clerk – Corinna Levack |  |
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| 1 | **To receive and accept apologies for absence** |  |
|  | Apologies for absence :–  Cllrs M. Smart, J. Croot; District Councillor V. Pritchard |  |
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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** |  |
|  | The parishioner present asked to listen. |  |
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| 4 | **To approve and sign the minutes of the previous meeting held on 13th August 2020 and go through the follow-up actions** |  |
|  | These were duly approved and signed. |  |
|  | Matters Arising :  5(iv) Parish Hall – the Clerk is still awaiting an update on the Hall’s Covid secure arrangements. Council agreed to continue to meet via zoom in light of the anticipated pandemic situation.  7(a) The Clerk is still awaiting clarification. |  |
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| 5 | **Clerk’s report/correspondence: To discuss and approve further actions where needed:** |  |
| a | **Internal Matters** |  |
| (i) | Standing Orders  Advice from ALCA regarding several points was accepted and the new draft Standing Orders were approved unanimously. Scheduled for review in May 2021. |  |
| (ii) | Staff Contracts  This was not dealt with due to the meeting being timed out and Cllr Smart being unable to attend. |  |
| b | **Correspondance** |  |
| (i) | Email regarding baders – dealt with under the police report |  |
| (ii) | CPRE – magazine and update  This was not dealt with due to the meeting being timed out. The Clerk has circulated information to Councillors. |  |
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| 6 | **Finances** |  |
| (a) | **Matters Arising from adopting the new Financial Regulations** |  |
|  | It was proposed that the councillor who undertakes the periodic review of finances is not included on the list of signatories on the new bank account in line with the Financial Regulations. |  |
| (b) | Financial Statements  After some glitches, it is hoped that a new version of the spreadsheet will be available to Councillors next month. In the meantime a simplified version has been circulated.  The Clerk explained the AGAR had been submitted by recorded delivery and been lost by the Post Office. A complaint has been lodged. The AGAR has now been submitted electronically as well.  Councillors Discretionary Fund  Cllr Hallam had circulated proposals for the improvement of the access to the Glebe Field which were approved by all present and quotations will be sought; liaison with the Diocese will be effected | CL  WH |
| (c) | To Confirm Payments and the Signing of Cheques  These were approved.  HMRC are suggesting there is a problem with the Council’s PAYE. Dealing with the discrepancy is in hand. Details to be circulated to Councillors |  |
| (d) | Banking and accounting arrangements  A comprehensive lists of services offered by several banks had been circulated and was discussed. A short list of Unity Trust and Triodos Banks was agreed will be investigated further to assist the choice of the best fit for the Council to enable online banking. | YT |
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| 7 | **Planning**  **(**This item was taken early in the meeting to ensure it was not affected by any time out.) |  |
| (i) | **Updates** |  |
|  | Planning Application 20/02555/FUL – Approved by B&NES  Planning Application 20/01408/VAR – Planning committee decision is now three weeks late. |  |
| (ii) | **New Applications** |  |
| (a) | Planning Application 20/02911/TCA  Approved unanimously |  |
| (b) | Planning Application 20/02903/FUL – Ubley Wood  Approved unanimously |  |
| (c) | Planning Application 20/02909/FUL – Corner Cottage  Revised plans were submitted on the day of the meeting and were discussed.  The Council agreed unanimously to object on four grounds |  |
| (iii) | **Local Partial Plan Update** |  |
|  | Details have been circulated. The council resolved on no action at present. |  |
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| 8 | **The Website** |  |
|  | The Council approved the plan to seek quotes for setting up a new accessible and compliant website. New website may cost £500 - £1000 | PC |
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| 9 | **To receive an update from the District Councillor** |  |
|  | No District Councillors were able to be present due to a timetable clash with another meeting. |  |
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| 10 | **To Receive an Update from the Local Police Beat Manager**  (This item was taken early to enable PC Beswetherick to attend to other matters) |  |
|  | There have been some thefts from a local business. Councillors gave their thanks for the timely response of the police to this matter. Other incidents have included reports of suspicious behaviour, allegation of assault and theft. There has been no increase in crime. Local officers now have their own speed gun which has started to be deployed.  Any local agricultural disturbances will be dealt with by the relevant specialist teams. |  |
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| 11 | **Reports from Local Meetings** |  |
| (i) | Parish Council Airport Association (PCAA)  The airport is planning to appeal against the decision to refuse their expansion plans and the PCAA are seeking financial support for their own legal representation in any appeal. Councillors agreed to canvas parishioners views informally regarding a small donation from the Ubley Parish Council  . | All Councillors |
| (ii) | Climate Emergency  No Briefing from Cllr Croot who was unable to attend. Councillors agreed to defer to the next meeting | JC |
| (iii) | Covid 19 - Planning |  |
|  | Reports from B&NES have been circulated by Cllr Moore and the Clerk |  |
| Note : | The meeting was cut short after 40 minutes and Cllr Cole and a member of the public were unable to rejoin. The meeting reconvened with Cllrs Hallam, Thompson, Moore, and Collins, and the Clerk for a further 40 minutes when it was once more cut short.  After the first interruption there was a brief discussion about the merits and costs of buying a Zoom subscription to enable longer meetings. |  |
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| 12 | **To confirm the date of the next meeting :** |  |
|  | A further Virtual Meeting to be held on Zoom.  **Thursday 8th October 2020**  [ And subsequently probably on  Thursday 12th November 2020 ]  Joining details will be published with the Agenda by 2nd October and 6th November. In the meantime, please contact the Clerk if you have any questions about attendance. |  |

**Cont’d over …**

**UBLEY PARISH COUNCIL FINANCIAL STATEMENT**

**FOR**

**MEETING 10.9.20**

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1. **RECEIPTS**

* Two Wayleave Payments of £3.48 from Western Power for 2019 and 2020 – not cleared in time for the August statement.
* The second half of the precept is due to be paid to the Council shortly.
* NB the interest earned on the business account has gone down to 6p per calender month

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

Details of the cheques**:**

**Unpresented cheques as of 31 August 2020 :**

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| --- | --- | --- | --- | --- |
| **Date** | **Cheque Number** | **Amount** | **Signatories** | **Description** |
| 13.8.20 | 1468 | 40.00 | YMT PMC | CPRE annual subscription |
| 13.8.20 | 1470 | 360.00 | YMT PMC | WCG Ltd |

**Cheque p****ayments to be agreed by Parish Councillors on 10.9.20:**

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Cheque number** | **Amount** | **Description** | **Signed** | **Spend to date** |
| 10.9.20 | 1472 | 146.52 | Ken Jones  Sweeper salary | AC WH | On track. |
| 10.9.20 | 1473 | 287.62 | Corinna Levack  Clerk’s salary | AC WH | On track |
| 10.9.20 | 1474 | 450.00 | Greenslade Taylor Hunt – Annual rent – Glebe Field | AC WH | On track |
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| **TOTAL** |  | **884.14** |  |  |  |

Please see attached Excel Spreadsheet for details of expenditure and income against budget. The Banks statements report the following balances :

* Current Account at 28.8.20 £ 8937.78 (NB late payments above)
* Business Account at 28.8.20 £ 8064.18

I had hoped to be able to present the bank reconciliations within the spreadsheet this month but have encountered some problems with the design of the spreadsheet. I hope to have this resolved next month.

1. **Financial Correspondance**
2. B&NES have written to request an update on the spending of the Councillors Discretionary Grant.
3. The AGAR Certificate of Exemption was posted to the External Auditors on 19.8.20 by first class recorded delivery. It has not yet arrived. The auditors wrote via ALCA to indicate they might fine the Council £40 +vat. An email to the auditors resulted in a request for the Certificate to be scanned and emailed. This was done 3.9.20. A complaint has been lodged with the Post Office. To date the Post Office can only evidence having received the letter.

**Prepared by Corinna Levack, Clerk and RFO, on 8.9.2020**