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| **MINUTES OF THE “Virtual” MEETING OF UBLEY PARISH COUNCIL**  **held on Thursday 14th January 2021**  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), J. Croot (Vice Chair), W.Hallam, A.Cole, M. Smart, Y.Thompson  Clerk – Corinna Levack |  |
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| **1** | **To receive and accept apologies for absence** |  |
|  | Cllr 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** |  |
|  | No one present |  |
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| **4** | **To approve and sign the minutes of the previous meeting held on 10th December 2020 and go through the follow-up actions** |  |
|  | The minutes were duly approved and signed with a note requested by Cllr Hallam. |  |
|  | Matters Arising : None |  |
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| **5** | **Clerk’s report/correspondence: To discuss and approve further actions where needed:** |  |
| a | **Internal Matters** |  |
| (i) | The Sweeper’s Contract  Was approved with the amendment of the requirement to keep weekly records on the timesheet to be submitted monthly. The Clerk and Chair were asked to obtain the necessary signatures.  The Sweeper will not be available to work until after the review of the current lockdown. | CL PC |
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| b | **Correspondence** |  |
| (i) | Dial-a-Ride – thanks received for the donation received |  |
| (ii) | Training  An information sheet about training opportunities for councillors had been circulated |  |
| (iii) | Active Travel Funding. – information had been circulated to councillors circulated |  |
| (iv) | Thanks have been received from PCAA for the council’s donation towards legal costs. |  |
| (v) | Ubley Parish Hall AGM Invitation 28.1.21 at 8.30 (Virtual meeting) | MS |
| (vi) | Census - 21st March 2021 – information has been circulated |  |
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| **6** | **Finances** |  |
| (a) | Financial Statements  These were approved. The Clerk reported that enquiries suggested the outstanding uncashed cheques had been presented in early January. |  |
| (b) | To Confirm Payments and the Signing of Cheques  These were approved and signatories identified. | AC PC |
| (c) | Banking and Accounting Arrangements  Agreed to review in two months | CL |
| (d) | Budget Planning  An updated proposal has been circulated to assist discussion this evening. |  |
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| **7** | **Budget for 2021 / 22** |  |
| a. | To receive a Payments and Receipts Account to 31.12.20  The report was accepted. |  |
| b. | To receive and agree any changes to the 2021/22 budget |  |
|  | The details were discussed. |  |
| c. | To confirm changes to the budget for 2021/22 |  |
|  | It was agreed to not alter the proposal that had been circulated |  |
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| **8** | **2021 / 2022 Budget –** to formally agree the budget for the forthcoming financial year |  |
|  | The budget was proposed, seconded, and unanimously agreed |  |
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| **9** | **To Formally Approve the Parish Precept for 2021 / 2022** |  |
|  | A 4% increase in the Precept was approved. This is an increase of £554.40 taking the precept for 2021 / 22 to £14414.40 |  |
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| **10** | **Reports from Councillors** |  |
| i. | Access to Glebe Field project Phases 1 & 2  The contractor is due to start work in late January on Phase 1. The estimated cost is £800 for labour and materials. £500 of which will be met by the District Councillors Discretionary Fund.  A consultation will be held on the viability of a working party to tidy up the entrance to the field as funds for the proposed Phase 2 are not available. This plan was approved. | WH |
| ii | Memorial Bench  It has been agreed with the donors to decide the exact siting of the bench near to the proposed play area when the exact position of the first part of that project is agreed. |  |
| iii | Drainage and flooding including field flooding – Innicks Close, A368 and other areas. A report had been circulated to councillors.  It was clarified that the Parish Council does not have responsibilities for drainage above Innicks Close.  A further site visit will be made with a local contractor and liaison will be made with a local farmer regarding the clearing of overgrown ditches.  B&NES have offered to do some additional local drains clearance. | WH |
| iv | The Play Area Project  The team were commended for their successful fundraising over the Christmas period. |  |
| v | Street Parking  The flier has been distributed and conversations continue with residents near the junction of The Street with Tuckers Lane to avoid unsafe congestion at that point. | JC PC |
| vi | Risk Assessment and Quotations for Tree Works at Parish Hall car park and hedge cutting  The tree works were carried out 7th January on diseased trees on the car park boundary. A neighbour plans to plant alternative trees appropriate to the site. |  |
| vii | Parish Councils Airport Association  The PCAA have submitted a response to the airport’s appeal and the public enquiry is scheduled to start on 20.7.21 |  |
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| **11** | **Councillor roles and responsibilities** |  |
|  | Discussion was deferred until a new councillor is selected |  |
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| **12** | **Planning** |  |
| (i) | Updates on Previous Applications |  |
|  | 20/04415/TCA  20/04444/TCA - both have been approved |  |
| (ii) | New Planning Applications |  |
| . | 20/04667/FUL Applethwaite, The Street, Ubley BS40 6PJ - Erection of first floor extension.  The council agreed to lodge no objection. A request was made that the solar panels be black edged. | MS |
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| **13** | **The Website** |  |
|  | It is expected that the website will be live by February. | PC |
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| **14** | **To receive an update from the District Councillor** |  |
|  | None were in attendance. No report received.  In the absence of a district councillor it was agreed to send a representative to the forthcoming meeting on the Local Plan update 28th January | PC |
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| **15** | **The casual vacancy for a Parish Councillor** |  |
|  | An expression of interest is awaited. |  |
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| **16** | **To confirm the date of the next meeting :** |  |
|  | All meetings to be held remotely until further notice.  Thursday 11th February 2021  Thursday 11th March 2021  Joining details will be published with the Agenda by 4th February 2021 and 4th March respectively. In the meantime, please contact the Clerk if you have any questions about attendance. |  |

**UBLEY PARISH COUNCIL FINANCIAL REPORT FOR MEETING 14.1.21**

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1. **RECEIPTS**

* £ 0.07 interest on the Business Reserve Account
* £ 225.00 – received 3.12.20 from Ubley Primary School to cover use of the Glebe Field.

1. **PAYMENTS to go before the 14th January 2021 meeting of Ubley Parish Council**

Details of the cheques**:**

1. **Unpresented cheques as of 31 December 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 | Dec. Still not recorded on bank statement  Unforeseen. Agreed at Council meeting 8.10.20 Minute 9 (vi) |
| 10.12.20 | 1488 | 899.00 | NetWise UK for new website | YT AC | Unplanned. But there are underspends elsewhere. Netwise report presenting the cheque 4.1.21 |

1. **Cheque p****ayments to be agreed by Parish Councillors on 14.1.21:**

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| **Date** | **Cheque number** | **Amount** | **Description** | **Signed** | **Spend to date** |
| 14.1.21 | 1490 | 146.52 | Sweeper’s salary | AC PC | On track. |
| 14.1.21 | 1492 | 294.90 | Clerk’s salary | AC PC | On track |
| 14.1.21 | 1491 | 119.00 | Q3 – PAYE | AC PC | On track |
| 14.1.21 | 1493 | 600.00 | Glen Hooper – Tree Care | AC PC | Tree works as per quotation – not budgeted for as such |
| 14.1.21 | 1494 | 47.77 | Clerk – Office supplies | AC PC | Budget £150; this takes it over by £82.77 due to the unexpected cost of the Zoom subscription. Commensurate saving on room hire. |
| **TOTAL** |  |  |  |  |  |

The Bank’s statements report the following balances :

* Current Account at 31.12.20 £ 12725.48

(£1199 payments unpresented as of 31.12.20)

* Business Account at 31.12.20 £ 8 064.46

1. **Financial Correspondence**

**New Online Bank account**

I rang Triodos Bank 12/1 having not heard from them as expected. They are still not accepting applications for new business accounts. I have registered the council’s interest in applying for such an account and was assured we will be contacted. The call centre worker explained that they have been inundated with applications for business accounts and are recruiting and training staff still. I will contact Unity Trust Bank to ascertain their position regarding new applications.

1. **Comments on the Accounts Summary – over budget issues**

(as at 12.1.20)

Overspends :

1. **HMRC** the PAYE comes out of the gross salary figures (£4088 and 2381) so it’s handy to be collating it to present how much is being paid in tax but it is coming out of the sums budgeted for staff salaries.
2. **Grants** This has gone over budget due to the unexpected donation to PCAA. A regular grant has been made to Dial-a-Ride.
3. **Website** This has gone over budget to cover the costs of setting up the new website. Oversight is needed to monitor the new contract.
4. **Office Costs** Expenditure up to February will be £82.77 – so far under budget. The payments have been swollen by the Zoom subscription to enable remote meetings during the pandemic and are more than offset by the underspend on **Room Hire.**

Unplanned / unbudgeted costs

* Tree works – the council are about to cover the cost of dealing with diseased trees by the Parish Hall car park which can be cushioned by a likely underspend on Groundsworks due to the generous efforts of volunteers.
* Drainage improvement behind Innicks Close -
* The voluntary maintenance of the area behind the Parish Hall was time limited. Another volunteer needs to be identified, and the council bear in mind that they might need support with equipment and fuel.
* Shortfall in the improvement of the entrance to the Glebe Field.

**Prepared by Corinna Levack, Clerk and RFO, on 12.1.2021**