

**MINUTES OF THE “Virtual” MEETING OF UBLEY PARISH
COUNCIL
held on Thursday 11th March 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).

	ITEM	ACTION
Present	Councillors. P. Collins (in the Chair), J. Croot (Vice Chair), A.Cole, M. Smart, Y.Thompson, G Nettleton Clerk – Corinna Levack District Cllr V. Pritchard Ms E Scourse	
1	To receive and accept apologies for absence None received	
2	To receive declarations of interest in the agenda The Planning discussion was conducted early in the meeting before Ms Scourse arrived.	
3	Open session to receive comments from the public No member of the public present.	
4	To approve and sign the minutes of the previous meeting held on 11th February 2021 and go through the follow-up actions The minutes were otherwise approved by members and signed by the Chairman. Matters Arising : the distribution of The Good Councillor Guides was arranged	CL
5	To receive an update on the Councillor Vacancy advertised in September 2020. It was confirmed that Ms Scourse had come forward as a prospective councillor to fill the vacancy left by Cllr Hallam.	
6	To receive an update on nominations to fill the Parish Councillor vacancy and agree the appointment. Ellie Scourse was proposed, seconded and unanimously co-opted as a Parish Councillor	
7	Parish Councillor(s) to sign their Acceptance of Office and agree their new responsibilities Ms Scourse signed and showed the meeting the signed Acceptance on screen As this was a virtual meeting it was agreed that the Clerk collect the signed Acceptance of Office and to countersign it the next day.	ES CL

	It was further agreed to loan Ms Scourse the PC printer which is not used by the Clerk.	
8	Clerk's report/correspondence: To discuss and approve further actions where needed:	
a	Internal Matters	
(i)	<u>Training</u> Action by the Clerk on hold while the internal audit is under way	
(ii)	<u>2021 Annual Parish Meeting</u> – advice will be sought from ALCA regarding posting reports on the website before May with a view to holding a face to face meeting in the village in the autumn. <u>Annual Parish Council Meeting</u> – it was agreed to hold a virtual meeting on Thursday 6 th May to review policies and councillor roles. There would be a normal Parish Council meeting on Thursday 13 th May	PC
(iii)	<u>Review of Risk Schedule</u> The Clerk had circulated comments on shortfalls and achievements against the schedule. Two councillors will “meet” virtually to draft proposals for taking these issues forward for decisions at the next meeting.	ES JC
b	Correspondence	
(i)	<u>B&NES Landscape Character Assessment Stakeholder Meeting</u> 16 March Attendance was agreed	PC
(ii)	<u>A Land Registry Survey</u> No progress in locating documents regarding the car park.	
(iii)	<u>Internal Audit</u> – is under way. The Clerk hopes to complete the first stage before she finishes	
9	Staffing	
	The Sweeper is keen to return to work. Government advice is awaited regarding his situation, currently it is to stay home. The Clerk has given notice and a Locum is being sought.	
10	Finances	
(a)	<u>Financial Reports</u> These were approved.	
(b)	<u>To Confirm Payments agreed at the time by email during the Spring lockdown and in July 2020</u> The payments made in April, May, and July 2020, were formally approved	AC PC
(c)	<u>Removal of Signatories</u> Councillors resolved to request the removal of the following signatories from the Parish Councils NatWest accounts : W. Hallam C. Moore SCG Levack	PC CL
(d)	<u>To confirm payments and signing of cheques</u> (see financial report - March) All payments agreed and signatories identified.	AC PC
(e)	<u>Banking and Accounting Arrangements</u> Applying for a new account will have to await the appointment of a new clerk.	CL

11	Reports from Councillors	
i.	<u>Access to Glebe Field Project</u> Work has been completed and payment approved – see financial report. Councillors were pleased with the outcome and extended thanks to W. Hallam and Councillor Pritchard who facilitated part of the funding	
ii	<u>The Glebe Field –</u> Lease renewal – a letter has been forwarded to the estate agents from one of the councillors Health & Safety Assessment. – completed and returned.	
iii	<u>PCAA</u> The Council was updated on PCAA submissions and that of one of the councillors.	
iv	<u>Drainage and flooding</u> Councillors continue to monitor.	
v	<u>Neighbourhood Watch</u> Councillors were updated about local incidents and comment was made on the establishment of a social media group operating in the Sidelings for mutual aid	
12	Councillor roles and responsibilities	
	The Chairman will circulate some proposals for decisions on volunteers and appointees at the April meeting	
13	Planning	
(i)	<u>Updates on Previous Applications</u>	
	None	
(ii)	<u>New Planning Applications</u>	
.	21/00638/FUL (full application) 21/00639/LBA (listed Building consent) Both for Mendip View, The Street. The discussion was brought forward to the start of the meeting when the applicant, and future Councillor Scourse, was absent from the meeting. There was unanimous agreement to support the well formed application.	MS
(iii)	<u>Consultation</u> seeking views on proposals to create a new “Office for Place” It was agreed that views had been previously submitted via a B&NES consultation	
14	The Website	
	The Contact facility is working well in making contact with the Chairman. Councillors were requested to update their Registers of Interest for publication on the website.	All
15	To receive an update from the District Councillor	
	Updates were given on Grant funding, the imminent clean air zone in Bath, public health matters and the B&NES budget.	
16	To confirm the date of the next meeting :	
	All meetings to be held remotely until further notice. Thursday 8 th April 2021	

Annual Parish Council Meeting Thursday 6 th May 2021 Ordinary Parish Council Meeting Thursday 13 th May 2021
Joining details will be published with the Agenda by 1 st April 2021 and respectively. In the meantime, please contact the Clerk if you have any questions about attendance.

UBLEY PARISH COUNCIL FINANCIAL REPORT FOR MEETING **MARCH 11th 2021**

PART I Formal Approval of Previous Payments

In preparing the documents for the current internal audit I realised that although Councillors had approved payments via email of expenses that had been previously budgeted for, I had not taken them to be formally approved at a subsequent Parish Council Meeting.

So I am presenting the payments that your approved during the Spring lockdown in 2020, and for payments in July when the parish council meeting was unusually postponed to August.

The payments approved and arranged outside formal council meetings were :

(a) April

Date	Cheque number	Amount	Description	Signed	Notes
2.4.20	001448	210.12	Ken Jones Sweeper salary	WH AC	Owed a week for leave pay, to be paid within April pay
2.4.20	1449	334.02	Corinna Levack Clerk's salary	WH AC	Swollen by tax refund.
2.4.20	1450	132.20	PAYE	WH AC	Q4 Due for payment by 19/4
2.4.20	1451	59.43	ALCA & NALC	WH AC	As forecast
TOTAL		735.77			

(b) May 2020

Cheque payments to be agreed by Parish Councillors by group email by 7.5.20:

Date	Cheque number	Amount	Description	Signed	Spend to date (inc these payments) vs budget
7.5.20	001452	199.20	Ken Jones Sweeper salary	WH AC	Includes payment for a weeks leave accidentally omitted from previous month
7.5.20	1453	287.62	Corinna Levack Clerk's salary	WH AC	On track

7.5.20	1454	75.00	Parish Councils' Airport Association	WH AC	Annual sub. Agreed at budget meeting 9.1.20
7.5.20	1455	40.68	Office costs	AC WH	Envelopes, printer paper x 2 reams, 2 x ring binders, stamps (1 st & 2 nd class)
7.5.20	1456	298.61	Zurich Insurance Premium June 2020-21	AC WH	As budgeted.
7.5.20	1457	240.00	West Country Ground Care Ltd	AC WH	£3500 budgeted for.
TOTAL		1141.11			

(c) July

Date	Cheque number	Amount	Description	Signed	Spend to date
2.7.20	1461	183.10	Ken Jones Sweeper's Salary	CM AC	On target
2.7.20	1462	287.62	Corinna Levack Clerk's Salary	CM AC	On target
2.7.20	1463	55.00	Wesley Hallam Seasonal Planting	CM AC	Budget of £280. First payment this year. Last year was overspent by £78
2.7.20	1464	19.77	Corinna Levack Sweeper's Equipment	CM AC	Hand sanitiser and 2 re-usable face masks for return to post covid-19 work. Budget of £100. This is the first spend this financial year from this budget stream. Last year had no specific budget stream, £50 was spent.
TOTAL		545.49			

PART II Financial Report for the Ubley Parish Council Meeting to be held 11th March 2021

RECEIPTS

- £ 0.06 interest on the Business Reserve Account

(a) PAYMENTS to go before the 11th March 2021 meeting of Ubley Parish Council

Details of the cheques:

i. **Unpresented cheques as of 26 February 2021 :**

Date	Cheque number	Amount	Description	Signed	Spend to date
11.2.21	1498	66.00	Payroll Services	MS AC	On track

ii. **Cheque payments to be agreed by Parish Councillors on 11.3.21:**

Date	Cheque number	Amount	Description	Signed	Spend to date
11.3.21	1500	146.52	Sweeper's salary	AC PC	On track.
11.3.21	1501	294.90	Clerk's salary	AC PC	On track
8.3.21	Direct Debit	35.00	Information Commissioners Office		On track (not drawn by 26.2.21) Receipt dated 4.3.21
11.3.21	1502	11.99	ALCA – Good Councillor Guides	AC PC	Allocated to training budget
11.3.21	1503	18.12	SC Levack - Office Supplies – postage stamps	AC PC	Takes the office equipment over budget due to Zoom subscription. There is a £200 underspend on Hall Hire.
11.3.21	1504	71.18	ALCA Subscription	AC PC	On track
11.3.21	1505	462.55	P. Mail for Glebe Field entrance works	AC PC	£828.50 spent from District councillor's grant of £500; £328.50 overspend. *There is so far a substantial underspend on Groundworks due to Councillors' endeavours.
11.3.21	1506	50.00	W.Hallam for reimbursement for charge by C. George for clearance of vegetation	AC PC	Not anticipated but within budget for necessary groundworks *
11.3.21	1507	34.99	P.Collins – reimbursement for Anti-virus subscription	AC	Planned expenditure. No VAT reg. number on submitted receipt
TOTAL		1125.25			

The Bank's statements report the following balances :

- Current Account at 26.2.21 £ 9388.08
- Business Account at 26.2.21 £ 8064.58

(b) Financial Correspondance

New Online Bank account

Triodos bank - no update on opening to new applications; Clerk had to prioritise Internal Audit preparation over application to Unity Trust Bank.

Removal of signatories – I will need Council's approval to remove three cheque signatories from the UPC bank account, two former councillors and the outgoing Clerk.

VAT Claim

I have just sent off the refund claim for 2019-20. It was impossible to claim for a number of payments because order records or receipts without VAT Registration numbers had been submitted. All will all need to be more careful in future. Please will you all submit invoices for payment as far as possible and where a receipt is unavoidable and if there is a charge for VAT, the invoice must have a VAT Reg. No. on it if we are to reclaim it. The sum I have claimed for is £597.09. This is mainly from the large charge from WCG.

(c) The Accounts Summary

February 2021 pdf attached.

Prepared by Corinna Levack, Clerk and RFO, on 9.3.2021