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| **MINUTES OF THE “Virtual” MEETING OF UBLEY PARISH COUNCIL****held on Thursday 11th February 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.ThompsonClerk – Corinna LevackDistrict Cllrs V. Pritchard and K. WarringtonG. Nettleton |  |
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| **1** | **To receive and accept apologies for absence** |  |
|  | None received |  |
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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** |  |
|  | Correction made in the financial report regarding payment to the ClerkThe minutes were otherwise approved and signed by the Chairman |  |
|  | Matters Arising : None |  |
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| **5** | **To receive an update on the Councillor Vacancy advertised in September 2020.** It was confirmed that Mr G. Nettleton had come forward as a prospective councillor to replace former Cllr Moore.Cllr W. Hallam announced his resignation as councillor.The Clerk will arrange for the Elections Office notice to be posted to offer the opportunity for an election. If that is not requested there will be an option to co-opt a seventh councillor. | CL |
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| **6** | **To receive an update on nominations to fill the Parish Councillor vacancy and agree the appointment.** Gareth Nettleton was proposed, seconded and unanimously co-opted as a Parish Councillor |  |
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| **7** | **Parish Councillor(s) to sign their Acceptance of Office and agree their new responsibilities** 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 | GN CL |
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| **8** | **Clerk’s report/correspondence: To discuss and approve further actions where needed:** |  |
| a | **Internal Matters** |  |
| (i) | The Sweeper’s ContractThe updated contract has been signed and returned. |  |
| (ii) | GDPRThe ICO subscription is due for payment next month and the Clerk has a survey to complete. |  |
| (iii) | * Good Cllrs Guide £5 each or downloadable – agreed to order 2 copies
* There is Councillor training @ £60 / person available 3/3 or UPC could combine with C/Martin and other nearby villages to host a training for £200 – which should work out considerably lower cost. It was resolved that the Clerk should explore a joint training session with neighbouring parish councils. This council has 5 councillors and the Clerk who have not attended this training, and other nearby councils are believed to be likely to be interested also.
 | CL |
| (iv) | 2021 Annual Parish Meeting – convened by the Council and involving village organisations and residents in a review; and the Annual Parish Council Meeting – where the council reviews its members’ responsibilities and policies. Both were not held last year due to the pandemic and would normally be due to be held in April and May. The legislation allowing remote meetings is due to expire in May. It is not known whether it will be renewed.It was resolved to plan for virtual meetings for both and dates to be decided at the March meeting |  |
| b | **Correspondence** |  |
| (i) | NALC Funding Bulletin – the Clerk has circulated list of potential funding sources |  |
| (ii)  | A Land Registry Survey was recently completed by the Clerk and revealed there are some anomalies in the records. Councillors and the Clerk will investigate the records.It was pointed out that the land ownership of The Cross is also unclear. All records please to be shared with the Clerk | AC PC CL WH |
| (iii) | Plans for Chew Valley Lake trail – have been circulated to councillors |  |
| (iv) | Internal Audit – is about to start | CL |
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| **9** | **Finances** |  |
| (a) | Financial ReportsThese were approved.  |  |
| (b) | To Confirm Payments and the Signing of ChequesThese were approved and signatories identified. | AC MS |
| (c) | Banking and Accounting ArrangementsIt was reported that Triodos Bank are still not accepting new applications; Unity Trust Bank are accepting new applications.There was majority approval to go ahead with exploring opening an account with Unity Trust Bank. | CL |
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| **10** | **Reports from Councillors** |  |
| i. | Access to Glebe Field project Phases 1 & 2* Phase 1. The contractor has been delayed but is expected to start work now 15th February. Reporting to B&NES on progress required
* Phase 2 – improving access for buggies and wheelchairs will be reviewed and a report and quotation provided to the Clerk.
 | CLWH |
| ii | The Glebe Field –**Lease renewal** – Contact will be made with the Diocese and the agents regarding the exceptionally high legal fee being floated for renewing the lease; an amount which would absorb 1/3 of the Council’s annual income**Health &Safety Assessment**.Becoming urgent as it is now a month overdue | MS PCMS |
| iii | Ubley Parish Hall AGM Officers were selected and a call went out to encourage bookings for events once the pandemic restrictions allow. |  |
| iv | Drainage and flooding including field flooding – Innicks Close, B&NES have undertaken some excellent clearing around the stream opposite the school.The Council has been asked to add the issue of capturing the water flowing off the field behind Innicks Close to the capital expenditure programme. As yet there is not time frame available for this. B&NES recommended continued liaison with the landowner and there was a suggestion that a small bank to divert water away from the houses ion Innicks Close may be a way forward.Mr Hallam was confirmed in the continuing role as Flood Warden in the villageIt was agreed to explore advice / partnership with local organisations which work with communities and landowners to alleviate flood risk.A councillor had remedied a flood in the village caused by building debris and is liaising with affected parties. | WHPC CL |
| v | Walnut Tree Close – pruning debris This has now been removed effectively and ecomically by a local person. Invoice awaited.It was noted that continued maintenance of this area needs to be monitored by a responsible councillor when the team is up to its full complement. |  |
| vi | Local Plan Update A recent Chew Valley meeting was well attended. A draft of the B&NES report will be available in May/June and submission will be in September. B&NES are still looking for sites for 12000 dwellings. It was noted that rural transport was not well addressed in this planning but is a live issue in the Chew Valley Climate Change Group. |  |
| vii | Climate & Nature Emergency A report was received from attendance at a recent Bath and West Community Energy (BWCE) webinar. There is a lot of enthusiasm for wind turbine to help the government meet it’s goal of being 100% carbon neutral in energy generation by 2025. There was discussion about where turbines are best sited and their own environmental impact. It was resolved to keep Climate and nature Emergency and energy generation on the Parish Council agenda |  |
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| **11** | **Councillor roles and responsibilities** |  |
|  | Discussion was deferred until the second new councillor is selected |  |
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| **12** | **Planning**  |  |
| (i) | Updates on Previous Applications |  |
|  | Blocked rainwater drains were noted in the vicinity of Streamside ??? |  |
| (ii) | New Planning Applications |  |
| . | 21/00236/TCA Briarsway – tree worksNo objection | MS |
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| **13** | **The Website** |  |
|  | Is now live !  |  |
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| **14** | **To receive an update from the District Councillor** |  |
|  | Both contributed to many of the discussions above |  |
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| **15** | **To confirm the date of the next meeting :** |  |
|  | All meetings to be held remotely until further notice.Thursday 11th March 2021Thursday 8th April 2021Joining details will be published with the Agenda by 4th March 2021 and 1st April respectively. In the meantime, please contact the Clerk if you have any questions about attendance. |  |

**The Monthly Financial Report follows …..**

**UBLEY PARISH COUNCIL FINANCIAL REPORT FOR THE MEETING on 12.2.21 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **RECEIPTS**
* £ 0.06 interest on the Business Reserve Account
1. **PAYMENTS to go before the 11th February 2021 meeting of Ubley Parish Council**

Details of the cheques**:**

1. **Unpresented cheques as of 28 January 2021 :**

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Cheque number** | **Amount** | **Description** | **Signed** | **Spend to date**  |
| 14.1.21 | 1490 | 146.52 | Sweeper’s salary | PMC AC | On track |

1. **Cheque p****ayments to be agreed by Parish Councillors on 12.2.21:**

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Cheque number** | **Amount** | **Description** | **Signed** | **Spend to date**  |
| 11.2.21 | 1495 | 183.10 | Sweeper’s salary | AC MS | On track.  |
| 11.2.21 | 1496 | 294.90 | Clerk’s salary | AC MS | On track |
| 8.3.21 | Direct Debit | 35.00 | Information Commissioners Office |  | On track |
| 11.2.21 | 1497 | 365.95 | W.Hallam for gate and fittings for the Glebe entrance project | AC MS | Covered by the £500 District Councillors grant |
| 11.2.21 | 1498 | 66.00 | DM Payroll Services ½ yearly fee | AC MS | On track |
| 11.2.21 | 1499 | 86.26 | P. Collins – 123 Reg. final subscription | AC MS | Unexpected |
| **TOTAL** |  | **1031.21** |  |  |  |

The Bank’s statements report the following balances :

* Current Account at 29.1.21 £ 10 464.81
* Business Account at 29.1.21 £ 8 064.52
1. **Financial Correspondance**

New Online Bank account

Triodos bank - confirmed new account applications on hold. Unity Trust Bank - confirmed they are open to new applications.

Removal of signatories – I will need Council’s approval to remove two cheque signatories from the UPC bank account, both former councillors.

1. **The Accounts Summary**

February 2021 pdf attached.

**Prepared by Corinna Levack, Clerk and RFO, on 9.2.2021**