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| **MINUTES OF THE “Virtual” MEETING OF UBLEY PARISH COUNCIL**  **held on Thursday 8th April 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. Phil Collins (in the Chair), Andrew Cole, Matt Smart, Yvonne Thompson, Gareth Nettleton, Ellie Scourse  Clerk – no Clerk in office  District Cllrs Vic Pritchard and Karen Warrington |  |
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| **1** | **To receive and accept apologies for absence** |  |
|  | Cllr Jeff Croot |  |
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| **2** | **To receive declarations of interest in the agenda** |  |
|  | None |  |
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| **3** | **Public Participation to receive comments from the public** |  |
|  | No member of the public present. |  |
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| **4** | **To approve and sign the minutes of the previous meeting held on 11th March 2021 and go through the follow-up actions** |  |
|  | The minutes were otherwise approved by members and signed by the Chairman.  A Good Councillor booklet needs to be passed to Cllr Scourse if not already done. | PC/ES |
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| **5** | **To receive an update on the position regarding the Clerk and the Clerk vacancy**  The Chair confirmed that the Clerk had left the Council employment and that discussions were ongoing with Deborah White in ALCA to find a locum for the short term. DW had promised a locum but this has not yet been forthcoming. The Clerk’s role had been advertised on the website, on Facebook and on the ALCA website.  The Chair will investigate other options for a locum. | PC |
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| **6** | **Report on Clerk items: To discuss and approve further actions where needed:** |  |
| a | **Internal Matters** |  |
| (i) | Training  A *Good Councillor* training course has been arranged in conjunction with Compton Martin PC. This will run on Monday 26th April, starting at 7pm, and will be attended by Councillors Smart, Croot and Nettleton. |  |
| (ii) | 2021 Annual Parish Meeting – After further advice it was clear that we needed to run this meeting before the 7th May. It was agreed that the best course of action was to hold a Zoom meeting on 6th May, after the Parish Council AGM, and to invite all parishioners on the call. Cllr Collins will contact the relevant local groups. | PC |
| (iii) | Review of Risk Assessment Schedule  Cllr Scourse took the Council through the comments she and Cllr Croot had developed building on the notes the Clerk had previously made.  Cllrs Scourse and Croot to finalise the notes and circulate the document. | ES/JC |
| b | **Correspondence** |  |
| (i) | Internal Audit – the first batch of information has been sent to the Auditors. Cllr Collins has made direct contact with them and is discussing the requirements for the second stage of submissions. | PC |
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| **7** | **Finances** |  |
| (a) | Financial Reports  We are currently unable to access the information without a Clerk. However, the value of the three main cheques to be written this month are known (£592.37) and these were taken off the account values from last month to present an approximate position, which is a Current Account at around £8796 and the Deposit Account around £8064. |  |
| (b) | Removal of Signatories  NatWest Bank has confirmed that it has receive the request to remove the signatories of W. Hallam, C. Moore and SCG Levack. They will let us know when this has been actioned. | PC |
| (c) | To confirm payments and signing of cheques (as presented in the interim financial report). The three payments were agreed, and signatories will be sorted as soon as we can access the chequebook. | PC |
| (d) | Banking and Accounting Arrangements  Applying for an online banking account is on hold until the appointment of a new Clerk. |  |
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| **8** | **Reports from Councillors** |  |
| i | The Glebe Field lease renewal  There has not been a response to the email sent to the agents of the Diocese a month ago. Cllr Smart will chase this. | MS |
| ii | PCAA  The Council was updated on PCAA submissions and a summary of the meeting attended by Cllr Collins. The PCAA now comprises of 30 Parishes and 1 Town Council. The Airport Inquiry will now run for 40 days instead of the originally planned 16 days. |  |
| iii | Drainage and flooding  Councillors continue to monitor. |  |
| iv | Neighbourhood Watch  Nothing to report. |  |
| v | B&NES Landscape Character Assessment Stakeholder Meeting  Cllr Collins updated the Council on the meeting he attended. It was felt that timescales were being rushed. Further update expected in June. |  |
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| **9** | **Councillor roles and responsibilities** |  |
|  | No further work had been done on this given the short-term efforts to manage without a Clerk. However, Councillors did agree to volunteer on an ad-hoc basis for actions and attending meetings until this was finalised.  A key role is for village maintenance. Cllr Cole reported that he had made a cut of the grass on the central area of the Glebe Field and would cut again soon. This reminded Council that we need to clarify the position of our contract with West Country Groundcare (WCG). Cllr Collins will check with Wesley Hallam. | ALL  PC |
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| **10** | **Planning** |  |
| (i) | Updates on Previous Applications |  |
|  | The Council was informed that the planning applications for Mendip View (21/00638/FUL and 21/00639/LBA) had been withdrawn. |  |
| (ii) | New Planning Applications |  |
| . | 21/01185/CLPU for the gate at Binhams. It was agreed that the Council did not need to respond to this.  21/01594/VAR has just come out, Cllr Smart will circulate some information around the Council about the variation request for changes to windows at Applethwaite. | MS |
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| **11** | **The Website** |  |
|  | The website continues to work well. | All |
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| **12** | **To receive an update from the District Councillor** |  |
|  | Cllr Pritchard reported on the resignation of the B&NES Council Leader with immediate effect. The Council AGM is coming up and there will be a Cabinet reshuffle. |  |
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| **15** | **To confirm the date of the next meetings:** |  |
|  | All meetings to be held remotely until further notice:  Annual Parish Council meeting (AGM) – 7pm Thursday 6th May 2021  Annual Parish Meeting – 8pm Thursday 6th May 2021  Monthly Parish Council Meeting – 7:30pm Thursday 13th May 2021  Joining details will be published with the Agendas. In the meantime, please contact the Chairman if you have any questions about attendance. |  |

**Financial Report for the Ubley Parish Council Meeting to be held 8th April 2021**

**Cheque p****ayments agreed by Parish Councillors on 8.4.21:**

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| **Date** | **Cheque number** | **Amount** | **Description** | **Signed** | **Spend to date** |
| 8.4.21 | tba | 146.52 | Sweeper’s salary | tba | On track |
| 8.4.21 | tba | 326.85 | Clerk’s salary | tba | On track |
| 8.4.21 | tba | 119.00 | PAYE Q4 | tba | On track |
| **TOTAL** |  | **592.37** |  |  |  |

**Prepared by Phil Collins, Chairman, on 8.4.2021**