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| **Draft**  **MINUTES OF THE “Virtual” MEETING OF UBLEY PARISH COUNCIL**  **held on Thursday 8th July 2021** |

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|  | ITEM | ACTION |
| Present | Councillors: Phil Collins (in the Chair), Jeff Croot, Matt Smart, Yvonne Thompson, Ellie Scourse (part)  Locum Clerk: Cathy Parkman  District Cllr Vic Pritchard |  |
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| **1** | **To receive and accept apologies for absence**  Apologies were received from Cllrs Andrew Cole and Gareth Nettleton |  |
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| **2** | **To receive declarations of interest in the agenda**  Cllr Ellie Scourse regarding planning application for Mendip View and Cllr Matt Smart regarding planning application for Three Ways |  |
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| **3** | **Open session to receive comments from the public**  No members of the public present |  |
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| **4** | **To approve and sign the minutes of the previous meeting held on 6th May 2021 and go through the follow-up actions**  The minutes were duly approved and signed by the Chairman  Proposed Cllr Croot  Seconded Cllr Smart |  |
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| **5** | **Update on the position of Clerk**  Cllr Collins reiterated that there had been some interest in the role over the last couple of months, but these had come to nothing so far. Given this situation the Chair had discussed it with our Locum Clerk and asked if she was willing to stay in post for some further time whilst we continued to look around. We proposed another four months.  This was put to the Council and agreed unanimously. |  |
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| **6** | **Report on Clerk items: To discuss and approve further actions where needed**  a. Internal matters  Risk Assessment Schedule  Cllr Croot had circulated a final version of the Risk Assessment Schedule ahead of the meeting. This was reviewed and approved by all present.  b. Correspondence  Internal Audit  78 items had been submitted to the internal auditors. Only 2 of these were picked up for further work. The audit has now been signed off. Thanks were passed to Cathy Parkman as our Locum Clerk |  |
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| **7** | **Financial Reports**   1. Financial reports   The finance Report was reviewed and approved by the Council unanimously. A copy is attached to these minutes.   1. To confirm payments and signing of cheques (see financial report)   The cheques identified to be paid were reviewed and approved unanimously.  Proposed: Cllr Croot  Seconded: Cllr Smart  It was agreed that Cllr Collins and Cllr Cole would sign the cheques. | PC/AC |
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| **8** | **Reports from Councillors**   1. The Glebe Field -Lease renewal correspondence   Cllr Collins had sent a detailed email and document to the Diocese and their Agent several days ago, which has been circulated. There has been no reply so far.   1. PCAA   The PCAA is very active in response to both the Airport’s planning inquiry and to individual planning submissions such as the upgrades to the A38. The Council agreed that the draft responses put together by the PCAA were supported.   1. Neighbourhood Watch   Cllr Thompson provided a Neighbourhood Watch Update. Recent incidents had all involved burglaries or attempted burglaries of garages and outbuildings in other parts of the Chew Valley with bikes and tools taken. |  |
| **9** | **Councillor Roles and Responsibilities**  Cllr Collins outlined the two key working groups and the proposed composition as follows:   1. Village Maintenance – led by Cllr Croot and with Cllrs Cole and Scourse 2. Admin and Finance (to include personnel) – led by Cllr Nettleton with Cllrs Thompson and Smart   Other roles will be agreed over time, but these two groups cover a large majority of the work. |  |
| **10** | **Planning**   1. Updates on Previous Applications:   21/01594/VAR Applethwaite  Work permitted and progressing.  21/01801/FUL Meadowbank  Delayed decision by B&NES until 23rd July to allow for more information.  21/02093/FUL Three Ways  Delayed decision by B&NES until 16th July to allow for further consultation.   1. New Planning Applications :   21/02628/VAR Streamside  Additional PV panels and revised porch design. After all the many changes of this site already, the decision is to return a response of ‘No Comment’  21/02733/FUL Mendip View  The Council supports these plans and recognises they both provide much more suitable family accommodation whilst retaining the integrity of the Grade II listed building. Respond “Support” with comments of explanation. | MS  MS |
| 11 | **The Website**  Cllr Collins reported that the website continued to work well and was up-to-date with all the required documents. There was an opportunity as soon as possible to add broader village content. As picked up in the Risk Assessment work, there will be a page developed to allow parishioners to report problems and issues across the Parish. | PC |
| **12** | **To receive an update from the Ward Councillor**  District Councillor Pritchard reported that the Administration was reviewing much of what had previously been done.  He noted also that charges for waste disposal had been delayed, that there were problems across the District with waste collections, and that the Chew Valley Lake circuit was progressing. |  |
| 13 | **To confirm the dates of the next meetings**  Following this virtual meeting over Zoom on 8th July there will be a face-to-face meeting in the Village Hall on Thursday 15th July at 7:30pm to both allow any public input and to allow these minutes, and the decisions within, to be reviewed and be legally accepted.  There is no monthly meeting held in August so the next monthly meeting of the Parish Council will be held on Thursday 9th September, 7:30pm, in the Village Hall (as long as restrictions allow). |  |
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**Draft UBLEY PARISH COUNCIL FINANCIAL REPORT FOR MEETING 08.07.21**

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1. **RECEIPTS UP TO 30 June 2021**

* £ 0.20 interest on the Business Reserve Account
* £7,207 Precept first instalment
* £597.09 VAT return

1. **PAYMENTS to go before the 8th July 2021 meeting of Ubley Parish Council**

Details of the cheques**:**

1. **Unpresented cheques as at 30 June 2021 :**

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| **Date** | **Cheque number** | **Amount** | **Description** |
| 06.05.21 | 1512 | £160 | Clerk salary |
| 15.06.21 | 1514 | £301.99 | Zurich insurance |
| 15.06.21 | 1515 | £399.60 | Clerk salary |

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

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| **Date** | **Cheque number** | **Amount** | **Description** | **Signed** | **Spend to date** |
| 08.07.21 | 1517 | £359.60 | Clerk’s salary | PC/AC | Above budget because of Locum Clerk, but savings elsewhere cover this |
| 08.07.21 | 1518 | £188.92 | Sweeper’s salary | PC/AC | On budget |
| 08.07.21 | 1519 | £47.75 | Garden Waste service (Green bin at the Hall) -  reimbursing Cathy | PC/AC | In the budget |
| 08.07.21 | 1520 | £30.00 | ALCA for Finance Course Taken in Feb 2021 by Corinna | PC/AC | In the training budget |
| 08.07.21 | 1521 | £75.00 | PCAA – annual subscription 2021/22 | PC/AC | In the budget |
| 08.07.21 | 1522 | £180.00 | IAC Audit and Consultancy -internal audit | PC/AC | In the budget |
| 08.07.21 | 1523 | £240.00 | West Country Ground Care - May and June cuts of the Churchyard | PC/AC | Within budget |

The Bank Statements report the following balances at 30th June 2021:

Current Account £15,009.13

Reserve Account £8,064.85

**Prepared by C. Parkman, Locum Clerk and RFO, (supported by P. Collins, Chair)**