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| **DRAFT**  **MINUTES OF THE MEETING OF UBLEY PARISH COUNCIL**  **held on Thursday 9th September 2021** |

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|  | ITEM | ACTION |
| Present | Councillors – P. Collins (PC) - Chairman, J. Croot – Vice Chairman, M. Smart (MS), G. Nettleton (GN),  C.Parkman ( Locum Clerk) |  |
| **1** | **To receive and accept apologies for absence**  Apologies were received from Cllrs Andrew Cole and Ellie Scourse and from District Councillor Vic Pritchard |  |
| **2** | **To receive declarations of interest in the agenda**  G. Nettleton – Planning application |  |
| **3** | **Open session to receive comments from the public**  No members of the public present |  |
| **4** | **To approve and sign the minutes of the previous meeting held on 8th July 2021 and go through the follow-up actions**  The minutes were duly approved and signed by the Chairman  Proposed- M. Smart  Seconded – G. Nettleton  Matters Arising: Item 11. Website: the addition of a Comments and reporting page / link to be carried forward to October Agenda | PC |
| **5** | **Report on Clerk items: To discuss and approve further actions where needed**   * Clerk to complete application to Unity Trust Bank | CP |
| **6** | **Financial Reports**   * + Financial reports   The finance report was reviewed and approved by the Council unanimously. A copy is attached to these minutes.   * + To confirm payments and signing of cheques (see financial report)   Proposed: PC  Seconded: GN  Cllr Collins and Cllr Smart signed the cheques. | PC/MS |
| **7** | **Reports from Councillors**   1. **The Glebe Field - Lease renewal correspondence** –   There has been a delay in the progress of the renewal of the lease as the Diocese’s solicitor has stipulated that the funds for them and for the surveyor should be paid across and held on account before any work can begin.  Cllr Collins is working on resolving this as quickly as possible.   1. **Village maintenance - review of works**   Councillors Croot, Cole and Collins walked around the village to note down all the work that was either required or will be required.  A detailed list will be produced with actions and owners, and this will be used going forward as an ongoing maintenance schedule.  Significant areas of work have been completed by Councillors this year, especially grass cutting. This has saved the Council hundreds of pounds. However, it was felt important that a rota was drawn up for future years where parishioners could be recruited to help spread the load.  A general discussion was held on the potential of purchasing community gardening equipment, for use by volunteers on a rota system next year.  The Parish Council has been advised of the reappearance of Japanese Knotweed on the edge of the field with a boundary to the north and west of the Sawmills carpark. The Parish Council will notify the landowner of their maintenance responsibility.  Parishioners are reminded that cutting of hedges and trees growing on the boundary of the Highway or adjacent land but overhang the highway remain the landowner’s responsibility. B&NES Council will intervene if they have any safety concerns associated with encroaching vegetation on junctions, entrances and corners. In the event that any landowner does not remove obstructions due to overhanging trees or protruding hedges/plants after notification, the authority may remedy the problem and recharge the landowner.   1. **PCAA**   Various sites have been visited by inspectors seeking to understand the impact of the airport on local communities. The PCAA believe the inspectors are working fairly overall.   1. **Neighbourhood watch**   Nothing to report   1. **Rural Transport and the changes to the 672 service**   Cllr Collins explained that as of the 29th August the 672 bus service has been amended. It is now a one-year contract with Eurotaxis. The timetable has been reduced and the company is running small minibuses with dark tinted windows that don’t open, narrow inside and a steep set of steps up. Furthermore, a couple of times, the bus has come and left early from the bus stop which is unacceptable.  Cllr Collins is in contract with B&NES and WECA to find out more about the service and their response to these concerns.   1. **Speeding**   Speeding through the village is on the increase and has resulted in one accident although there were no injuries. Cllr Croot has spoken with the police and the beat officer will be asked if the mobile camera bike can attend.    In order to raise police awareness of the problem, parishioners will be asked to report any serious occurrences they witness to 101. | PC  JC  PC  PC |
| **8** | **Councillor Roles and Responsibilities**  A shared google calendar for Councillors will assist with organising duties/ meetings /dates and deadlines. Cllr Nettleton has agreed to set this up. | GN |
| **9** | **Planning**  Updates on Previous Applications:   * B&NES refusal of 21/00638/FUL – Mendip View   This will now be taken to committee – the Parish Council remain in support of the application  New Planning Applications:   * 21/03879/FUL Northcote , Stilemead Lane ( Cllr Nettletons property)   After discussion, the Council agreed that there was No Objection to this   * 21/03876/FUL Greenacres, Tuckers Lane – Certificate of lawfulness   No Comment required. |  |
| **10** | **The Website**  As noted in section 4 above, work will be done to create a page to allow feedback and noting of issues etc by parishioners.  Cllr Collins noted that we needed to port the email service across to the new website host company before the end of the year. | PC |
| **11** | **To receive an update from the Ward Councillor**  The Ward Councillor was detained in a B&NES meeting in Bath and thus unable to attend our meeting this month |  |
| **12** | **To confirm the dates of the next meetings**  Thursday 14th October 2021  Thursday 11th November 2021  **Please note new start time 8pm.** This was agreed following requests from Councillors. |  |

**UBLEY PARISH COUNCIL FINANCIAL REPORT FOR MEETING 09.09.21**

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1. **RECEIPTS**

* £ 0.14 interest on the Business Reserve Account

1. **PAYMENTS to go before the 9th September 2021 meeting of Ubley Parish Council**

Details of the cheques**:**

1. **Unpresented cheques as at 31 August 2021:**

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| **Date** | **Cheque number** | **Amount** | **Description** |
| 06.05.21 | 1512 | £160 | Clerk salary |
| 15.06.21 | 1515 | £399.60 | Clerk salary |
| 08.07.21 | 1517 | £359.60 | Clerk salary |
| 08.07.21 | 1519 | £47.75 | Garden waste |
| 19.08.21 | 1524 | £201.80 | HMRC |
| 19.08.21 | 1525 | £359.80 | Clerk salary |
| 19.08.21 | 1527 | £46 | Plants at the Cross |

1. **Cheque p****ayments to be agreed by Parish Councillors on 09.09.21**

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| **Date** | **Cheque number** | **Amount** | **Description** | **Signed** | **Spend to date** |
| 09.09.21 | 1530 | £1620 | Glebe lease solicitor fees | PC/MS | Unexpected - Not in Budget. To Be held at solicitors on account. |
| 09.09.21 | 1531 | £240 | West Country Groundcare 2x August cut | PC/MS | On Track |
| 09.09.21 | 1532 | £359.60 | Clerk salary | PC/MS | On Track |
| 09.09.21 | 1533 | £187.09 | Sweeper salary | PC/MS | On Track |
| 09.09.21 | 1534 | £450 | Glebe Field rent | PC/MS | Budgeted £600 – saving £150 |

Savings made up to 31 August 2021 -

* Insurance – Budgeted £330. Saving £28.01
* Annual Parish Meeting -Budgeted £100. Saving £100
* Waste collection – Budgeted £50. Saving £2.25
* Internal Audit – Budgeted £200, Saving £20

**Total £150.26**

The Bank’s statements report the following balances:

* Current Account at 3.08.21 £ 13693.53

(£1574.55 payments unpresented)

* Business Account at 31.08.21 £ 8064.99

**Prepared by Catherine Parkman , Locum Clerk and RFO, on 08.09.21**