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| **DRAFT**  **MINUTES OF THE MEETING OF UBLEY PARISH COUNCIL**  **held on Thursday 14th October 2021** |

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|  | ITEM | ACTION |
| Present | Councillors – P. Collins (PC) - Chairman, J. Croot (JC) – Vice Chairman, M. Smart (MS), G. Nettleton (GN), A. Cole (AC), E. Scourse (ES)  & Y. Thompson (YT) – part of meeting  V. Pritchard (VP) – District Councillor |  |
| **1** | **To receive and accept apologies for absence**  Apologies were received from C. Parkman (Locum Clerk) |  |
| **2** | **To receive declarations of interest in the agenda**  E. Scourse – 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 9th September 2021 and go through the follow-up actions**  The minutes were duly approved by Council and signed by the Chairman.  Matters Arising:  - Item 5 Clerk to complete application for Unity Trust Bank – carried forward  - Item 7 Japanese Knotweed – Cllr Collins to continue to pursue | CP  PC |
| **5** | **Report on Clerk items: To discuss and approve further actions where needed**   1. Zoom subscription – this was renewed as it was agreed there may still be a requirement over the next few months to run virtual meetings. It will be noted to cancel in a year   In the absence of the Clerk, Cllr Collins explained how much help Cathy had been over the last few months. He noted, though, that the Council needed to find and appoint a permanent Clerk as soon as we could.  It was agreed an advert and information would be put on the website and on social media and the local papers. | PC |
| **6** | **Finances**   * 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). These were unanimously agreed.   Cllr Collins, Cllr Smart and Cllr Cole signed the cheques.   * 1. Action to open account with Unity Trust Bank carried forward | PC/MS/  AC  CP |
| **7** | **Reports from Councillors**   1. **The Glebe Field - Lease renewal correspondence**   The Diocese solicitors have received our advance payments and have issued a draft lease.  This has been reviewed and comments submitted. We feel that we are now making progress with this and await a response.   1. **Village maintenance**   Cllr Croot is continuing to build up a list of the responsibilities of the Council and the various items of work that need to be documented and planned into next year.  Thanks were passed to Colin Moore who has cut the Amenity Area grass through this year. We recognise he is stepping down from this and appreciate his hard work and support.  It was noted that both noticeboards were difficult to operate., Cllr Cole has carried out a partial repair on the one at the Church. The notice board at the village hall needs attention. Cllr Croot to identify someone to look at it.  It is getting to the time of year when the flowers need changing at the Cross. This will be investigated over this month.   1. **PCAA**   The inquiry has now ended. The decision is expected to be released during January.  It has been widely agreed that the PCAA and its legal advisors have done a great job and have also ably supported North Somerset Council.   1. **Neighbourhood watch**   Just one burglary in Nempnett, where two cars were stolen when their keys were obtained by access through an open window.  District Councillor Pritchard reported that since the NW report there had been further similar occurrences around Stowey Sutton.   1. **Chew Valley Area Forum**   The Council had previously expressed the desire for Ubley to be involved in the CVAF Climate & Nature Emergency Working Group (C&NEWG). Cllrs Collins and Croot have attending Zoom meetings of the Working Group over the last month, have noted the intent for Ubley to be involved and are helping with activities going forward.   1. **Speeding**   This continues to be a concern and is being monitored. As is often the case, there are only a very small number of offenders, but this still presents a danger to the village and in particular the children.  Cllr Croot has been in contact with our local PCSO. The Police are working on having their motorbike speed gun in the village near the school at some point.   1. **Play Area**   Cllr Collins reminded the Council of the great work the Play Area Group had done and the very large amount of funds they’d raised in their two and a half years. They have just paid the first instalment for phase 1 of the Play Area and are looking for installation to start in November. | JC  JC  PC |
| **8** | **Planning**  Updates on Previous Applications:   * B&NES refusal of 21/00638/FUL – Mendip View   The B&NES Planning Committee will be considering this application at their meeting on 20th October. District Cllr Pritchard and Cllr Collins will both speak in support of the applicants.  New Planning Applications:   * 21/04504/FUL Greenacres, Tuckers Lane – Rebuild the existing conservatory using masonry and cut on tiled roof   The Council reviewed this application and agreed unanimously to submit a response of No Objection. |  |
| **9** | **The Website and other IT**  Carried over from previous month, Cllr Collins working on a new ‘feedback’ page for the website.   1. Clerk’s laptop and email software   At the last meeting it was agreed that the Clerk’s laptop was several years old and working too slowly to be sensibly used. The Council discussed the options and felt that a Chromebook rather than a laptop was going to be better value and easier to use. The only concern is whether Microsoft Office applications could run satisfactorily on the Chromebook. The main concern was regarding the macros in Excel, especially those in the Finance spreadsheet. Cllr Collins will send a copy of the spreadsheet to Cllr Smart to test out.   1. Porting email accounts from old hosting service   Cllr Collins explained that we needed to port across our email accounts to our new hosting service in the next couple of months. The key requirement of doing this safely was to be able to take back-ups of each email account. We need to investigate how best to do this. Cllr Collins will contact NetWise and Cllr Croot would provide a link to the advice from 123reg, our old hosting company. | PC  PC/MS  PC  JC |
| **10** | **To receive an update from the Ward Councillor**  District Cllr Pritchard updated the Council on the following information:  - B&NES, as with many Councils, was struggling to maintain waste collections because of driver shortages  - The overall B&NES budget has a deficit of £13m  - The Bath Christmas market has been cancelled, although £40k had already been spent on preparations  - B&NES is going ahead implementing low traffic neighbourhoods in Bath at a cost of £2.5m |  |
| **11** | **To confirm the dates of the next meetings**  Thursday 11th November 2021  Thursday 9th December 2021  **Please note new start time 8pm.** |  |

**UBLEY PARISH COUNCIL FINANCIAL REPORT FOR MEETING 14.10.21**

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1. **RECEIPTS**

* £ 0.07 interest on the Business Reserve Account

1. **PAYMENTS to go before the 14th October 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 |
| 09.09.21 | 1531 | £240 | WCGC -grass cutting |
| 09.09.21 | 1532 | £359.62 | Clerk salary |
| 09.09.21 | 1534 | £450 | Glebe rent |

1. **Cheque p****ayments to be agreed by Parish Councillors on 14.10.21**

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| **Date** | **Cheque number** | **Amount** | **Description** | **Signed** | **Spend to date** |
| 21.09.21 | 1535 | £900 | Glebe lease solicitor – surveyor’s fees | PC/AC | Unexpected - Not in Budget. To Be held at solicitors on account. |
| 21.09.21 | 1536 | £36 | Glebe lease solicitor | PC/AC | As above |
| 14.10.21 | 1537 | £40 | CPRE annual subs | PC/MS | In the budget |
| 14.10.21 | 1538 | £359.60 | Clerk salary | PC/MS | On Track |
| 14.10.21 | 1539 | £149.71 | Sweeper salary | PC/MS | On Track |
| 14.10.21 | 1540 | £120 | West Country Groundcare Sep cut | PC/MS | On Track |
| 14.10.21 | 1541 | £143.88 | Zoom Annual subs | MS/AC | Not budgeted but covered by not having paid for Hall |
| 14.10.21 | 1542 | £241.40 | HMRC | PC/MS | On Track |

The Bank’s statements report the following balances:

* Current Account at 3.08.21 £ 10,904.44

(£2624.17 payments unpresented)

* Business Account at 30.09.21 £ 8065.06

**Prepared by Phil Collins, Chair, with support from Catherine Parkman , Locum Clerk and RFO, on 14.10.21**