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

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|  | ITEM | ACTION |
| Present | Councillors – P. Collins (PC) - Chairman, J. Croot (JC) – Vice Chairman, M. Smart (MS), A. Cole (AC), E. Scourse (ES) & G. Nettleton (GN)  Clerk – C. Witchard (CW) |  |
| **1** | **To receive and accept apologies for absence**  Apologies were received from Y Thompson |  |
| **2** | **To receive declarations of interest in the agenda**  None |  |
| **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 11th November 2021 and go through the follow-up actions**  The minutes were duly approved by Council and signed by the Chairman.  **Matters Arising**:  Japanese Knotweed - the Chairman is waiting to bear back from B&NES Council regarding advice on the most effective way of having this removed. | PC |
| **5** | **Report on Clerk items: To discuss and approve further actions where needed**   1. Unity Trust Bank Account - Final documents to be prepared by PC, Cathy Parkman (CP) and CW and submitted. Deposit cheque approved (see Finances) 2. Annual Review of policies  * Standing Orders * Financial Regulations * Register of Interest * Asset Register * Risk Assessments   CP has made the changes discussed previously. The council unanimously agreed to the changes.   1. Dial-a-Ride: - Discussion as to whether to continue this subscription. It has not been used to date but is not well advertised. The council agreed unanimously to continue but CW/PC to request publicity material from Dial-a-Ride and this to be advertised in the village / Link. To be reviewed next year if still not used after advertising. | CP  CP  CW/PC |
| **6** | **Update on appointment of permanent Clerk**  CW has started as permanent Clerk as from 1/12/2021 and was warmly welcomed by the Council. The Chair thanked CP for her help as the Locum for much of the year but was delighted to have a permanent Clerk. |  |
| **7** | **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, and the cheques were signed by Cllrs Collins, Cole and Smart. Cheque to PC for Chromebook signed by Cllrs Cole and Smart. An additional cheque to Harris and Harris, for online legal submissions, of £25.20 was approved.   2. Banking and accounting arrangements – see above in Clerk Items   3. Discussion and agreement of budget for 2022/23. Draft budget circulated prior to meeting. PC advised expected spend for this fin year is 13.957 and is within budget. Furthermore there is likely to be just over £17k in the combined accounts at the end of the year. The draft budget for next year is £15k. To be agreed at Jan meeting. Additional line agreed of £1k for general village maintenance inc ‘phone box and The Cross’. District Cllr Pritchard suggested thinking about projected spend for 3-5 years ahead. Repairs and improvements, particularly safety related, to the Village Hall car park should be considered. District Cllr Pritchard advised that a Precept holiday was taken in previous years, leading to a requirement for a 50% increase. Even if bank balance is in surplus we should still consider a small increase in the precept in line with B&NES proposals but need to justify that by planning spend ahead. Need to set up some sort of ‘green’ initiative for the village. All agreed to consider this before next meeting. Council agreed unanimously to raising the sweeper’s hours particularly to allow him to keep on top of seasonal increase in work. PC to bring a specific proposal to the January meeting. | PC |
| **8** | **Reports from Councillors**   1. **The Glebe Field - Lease renewal correspondence**   The new lease has been agreed by the Diocese and thus is nearly complete. There remains only the online land registry submissions requiring payment of £25.50 (see finance).   1. **Play area**   Phase 1 has commenced. Work has halted due to bad weather so likely to go over planned timescale. Placement within the agreed site is not exactly as originally planned, and there has been a comment as to it’s position in front of the Church from the Sidelings stile viewpoint. It is directly in line with the Church, but when weathered is not likely to be obtrusive. Noted that land is boggy and drainage may be required at some point.   1. **Village maintenance**   PC has emailed Curo regarding Innicks Close needing hedges and foliage to be cut back. The initial response wasn’t that helpful so further correspondence continues.  Christmas tree to be erected coming weekend.  Overgrown area on the corner border of Walnut Tree Close to be excavated by volunteers. Suggested that flyers be sent to residents of the lose to encourage care of the area.  The immediate neighbours to the west of the Hall have requested that the hedge on that border is trimmed. JC will review and arrange cutting.     1. **Neighbourhood Watch**   No update | PC  JC |
| **9** | **Planning**  Updates on Previous Applications:  - 21/01801/FUL – Meadowbank – Permitted – No objection  - 21/04780/TCA – The Old Manor - No Objection  New Planning Applications:  - 21/05177/FUL – Woodbridge Farm – Horse exercise area – Discussed and unanimously agreed to respond with No Objection  - 21/05308/CLPU – Northcote – Garden Room – Permitted development. For information only. |  |
| **10** | **The Website and other IT**  New Chromebook has arrived and in possession of CW  The old hosting service (from 123reg) is due to end shortly. New website now set up with new hosting partner, but the emails need to be transferred across.  Current email accounts to be backed up before coming migration. Date fixed for Friday 17th December. PC to arrange with NetWise. | PC |
| **11** | **To receive an update from the Ward Councillor**  District Cllr Pritchard advised the Council on the following information:  District Council are awaiting information regard the renewal of the VirginCare contract and subsequent sale to Private Equity Company  Ongoing discussions in the District Council regarding objections to Bath city ‘Ring of Steel’ on grounds of limitation to disabled access.  Bath Clean Air Zone – emissions targets not being reached. More work to be done. |  |
| **12** | **To confirm the dates of the next meetings**  Thursday 13th January 2022  Thursday 10th February 2022 |  |

**UBLEY PARISH COUNCIL FINANCIAL REPORT FOR MEETING 09.12.2021**

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

Details of the cheques**:**

1. **Cheque payments to be agreed by Parish Councillors on 09.12.21**

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| **Date** | **Cheque number** | **Amount** | **Description** | **Signed** | **Spend to date** |
| **09.12.21** | **1546** | **£359.80** | **Clerk salary** | **PC/AC** | **Within budget** |
| **09.12.21** | **1547** | **£149.71** | **Sweeper salary** | **PC/AC** | **Within budget** |
| **09.12.21** | **1548** | **£299.99** | **P Collins for Chromebook** | **MS/AC** | **Within Budget** |
| **09.12.21** | **1549** | **£500** | **UPC for Unity Bank deposit** | **PC/AC** | **Transfer from one account to another so no actual spend** |
| **09.12.21** | **1550** | **£25.20** | **Online land registry submissions** | **PC/AC** |  |

**Prepared by Charlotte Witchard - Clerk and RFO, on 13/12/21**