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| **DRAFT**  **MINUTES OF THE MEETING OF UBLEY PARISH COUNCIL**  **held on Thursday 11th November 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)  & Y. Thompson (YT) – part of meeting 20.40pm at item 7(i)  Locum Clerk – C. Parkman (CP) |  |
| **1** | **To receive and accept apologies for absence**  Apologies were received from G. Nettleton |  |
| **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 14th October 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 has spoken with the landowner concerned and is also in touch with B&NES Council to ask for 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 - Clerk required signatory personal details from Councillors in order to proceed with application 2. Annual Review of policies  * Standing Orders * Financial Regulations * Register of Interest * Asset Register * Risk Assessments   It was agreed to make some minor amendments to policies. Final review of these will be added to December agenda | CP  CP |
| **6** | **Update on appointment of permanent Clerk**  Following a readvertising of the role and individual discussions, it was unanimously agreed to offer Charlotte Witchard the position of Ubley Parish Clerk.  The Locum has agreed to train the new Clerk and an initial short-term arrangement of sharing the hours will be agreed. | CP/PC |
| **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 and Smart. |  |
| **8** | **Reports from Councillors**   1. **The Glebe Field - Lease renewal correspondence**   Thanks were given to parishioner Ian Goldsmith for his professional legal help and assistance in the lease renewal.  The counterpart lease was received from Harris & Harris Solicitors, and was duly signed at the meeting by Councillors Collins, Cole and Scourse and witnessed by C.Parkman, Locum Clerk. The Chairman will return this document and await a certified copy for Council records   1. **Play area**   Phase 1 to commence imminently. Correct siting of the playground will be overseen by Chairman in order to allow adequate clearance for hedge trimming and seating installations.  Pledges from Parishioners have been gratefully received, with a funding deficit of £4,000 , there is more fundraising to come and the Play Area Group has plans for Christmas events.   1. **Village maintenance**   The Parish Council have made significant savings with the kind help of Parishioners and Councillors undertaking grounds work (cutting grass and hedges) on a voluntary basis. Cllr Croot will be creating a list of potential volunteers to develop this further in 2022.  Cllr Scourse has purchased flowers for the winter season at the Cross. Cllrs Scourse and Collins will ensure planting is completed at the Cross ahead of Remembrance Sunday.  The Parish Council will email Curo regarding Innicks Close needing hedges and foliage to be cut back.  The Council needs to identify and order a Christmas Tree. Cllr Cole will investigate the purchase of a Christmas tree. The existing lights and decorations to be checked by Cllrs Scourse and Collins. Cllr Croot will locate the main brackets for fixing the tree.   1. **PCAA**   The inquiry has now ended. The decision is expected during January.   1. **Neighbourhood watch**   Shed burglaries have been reported in the area.   1. **Chew Valley Area Forum**   The Council agreed that we would continue to provide an Ubley input to the Climate and Nature Emergency Working Group (C&NEWG) of the Forum.   1. **Speeding**   Mobile Police Cameras have been in operation around Compton Martin and West Harptree. There might be an opportunity for these to visit Ubley. | PC  PC  JC  ES/PC  PC  ES/PC  JC  PC/JC |
| **9** | **Planning**  Updates on Previous Applications:  - B&NES Planning Committee of 21/00638/FUL - Mendip View  Cllr Collins and District Cllr Pritchard spoke at the Planning Committee. The Committee decided 9:1 to overturn the original decision and permit this application.  New Planning Applications:  -21/04780/TCA – The Old Manor – tree work  The tree work was sensible and was part of continued improvement. The Council decide there was no need for a comment on this application. |  |
| **10** | **The Website and other IT**  Council held a further discussion on the need to replace the old laptop used by the Clerk and benefits of a Chromebook system and the compatibility of zero accounting software. The Council agreed to purchase a Chromebook and Cllr Collins will work with Cllr Nettleton to identify and purchase the most appropriate device.  The old hosting service (from 123reg) is due to end shortly. Thus the Council needs to port across the Council email accounts to our new hosting partner.  The safest process for doing this was discussed and it was agreed to create a series of test emails in an little used account and trial the transition process. Cllrs Collins and Croot (with input from Cllrs Smart and Nettleton) will put together and follow a plan to achieve this | PC/GN  PC/JC |
| **11** | **To receive an update from the Ward Councillor**  None |  |
| **12** | **To confirm the dates of the next meetings**  Thursday 9th December 2021  Thursday 13th January 2022  **Please note new start time 8pm.** |  |

**UBLEY PARISH COUNCIL FINANCIAL REPORT FOR MEETING 11.11.21**

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1. **PAYMENTS to go before the 11th November 2021 meeting of Ubley Parish Council**

Details of the cheques**:**

1. **Cheque payments to be agreed by Parish Councillors on 11.11.21**

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| **Date** | **Cheque number** | **Amount** | **Description** | **Signed** | **Spend to date** |
| **11.11.21** | **1543** | **£359.80** | **Clerk salary** |  | **Within budget** |
| **11.11.21** | **1544** | **£187.09** | **Sweeper salary** |  | **Within budget** |
| **11.11.21** | **1545** | **£360** | **Netwise website hosting** |  | **£60 over budget** |
| **11.11.21** | **1546** | **£66** | **D M Malley – payroll services** |  | **Within budget** |

**Prepared by Catherine Parkman , Locum Clerk and RFO, on 7/11/21**