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| **DRAFT**  **MINUTES OF THE MEETING OF UBLEY PARISH COUNCIL**  **held on Thursday 12 May 2022** |

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|  | ITEM | ACTION |
| Present | Councillors – P. Collins (PC) - Chairman, J. Croot (JC) – Vice Chairman, M. Smart (MS), A. Cole (AC), G. Nettleton (GN)  Clerk – C. Witchard (CW) |  |
| **1** | **To receive and accept apologies for absence**  Apologies accepted: E. Scourse (ES) V. Pritchard (District Cllr) |  |
| **2** | **To receive declarations of interest in the agenda**  None |  |
| **3** | **Open session to receive comments from the public**  None |  |
| **4** | **To approve and sign the minutes of the previous meeting held on 7th April 2022 and go through the follow-up actions**  The minutes were duly approved by Council and signed by the Chairman, noting one error being the date on the payments before council section.  **Matters Arising**:  **Rights of Way Maintenance.** Reported maintenance requirements at stile behind English residence and also kissing gate by one of the Bath’s fields. PC to report this to the Ramblers assoc.  All matters addressed in agenda items below |  |
| **5** | **Annual review of documentation. All documents were circulated by email prior to the meeting.**   1. Standing Orders and Financial Regulations approved, adopted and signed 2. Representation on external bodies and arrangements for reporting back confirmed 3. Inventory of land and assets approved. Telephone box to be left on register but removed from insurance cover. Note Play Area equipment will need to be added from now. 4. Insurance cover – existing policy approved with increased premium to cover Play Area and updated asset register. Final figure to be received in coming days. 5. Subscriptions confirmed for ALCA, PCAA and Dial-a-Ride |  |
| **6** | **Report on Clerk items: To discuss and approve further actions where needed**   1. Unity Trust Bank Account - All cheques have cleared. Final switch approved. 2. JC signed bank form to be added as signatory. GN and ES to be added asap 3. Clerk advised Council that end -of-year and Governance Returns are still underway. Internal auditors asked for extra documentation which has been provided, and final phase to be submitted following this meeting. EoY bank reconciliation approved and signed. Advised that we have been selected as part of the 5% for intermediate audit. 4. Cllr Nettleton was appointed to be responsible for Finance and HR. | CW  CW          CW |
| **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 (see financial report). These were unanimously agreed. BACS Payments authorised by PC and MS. Cheque to CG signed by PC and AC. Note that the insurance renewal figure is expected in the coming days so Council approved amendment of this payment in advance. |  |
| **8** | **Village Maintenance**   1. **The Cross.** A volunteer group is being organised to take care of planting. A volunteer timetable has been established for mowing. Repainting of Telephone box and finger posts to be investigated. Repair of stonework to be investigated. Large planters for corners to be investigated. Cllrs to meet at The Cross in coming weeks to survey. 2. **Walnut Tree Close.** JC to have last attempt at borrowing a mini-digger, or otherwise to approach (Tom Blanchard) to get a quote, and to look in to hiring one. Will also need weedproof webbing and woodchipping. All Cllrs approve. Deadline set for end of May. Note a resident has also asked regards tree cutting. JC to investigate. 3. **Mower.** Price of ride on mower will be £2-£2.6k. £1k for a second hand one. Will need a secure shed to keep it in and potentially cctv/ security system. JC to investigate options/ prices and circulate, and to put forward a business plan for this investment against saving on groundkeeping costs overall. | All  JC  JC |
| **9** | **Play Area**  Cllr Smart has received a letter gifting ownership of the equipment to the Council and presented this to the Council. All Cllrs accepted the transfer. See items above regards insurance. |  |
| **10** | **Reports from Councillors**   1. Neighbourhood Watch. MS to temporarily take over this until a permanent co-ordinator can be found. PC to add NW page to Council website. | MS/PC |
| **11** | **Planning**  **Updates on Previous Applications: None**  **New Planning Applications:**  - 22/01732/VAR- Woodbridge Farm. Agreed that no response required |  |
| **12** | **Queen’s Jubilee**  ES gave apologies, but has reported to Chair that all planning is going well. Volunteers, decorations and food all organised. |  |
| **13** | **Recruitment of new Councillor**  The one candidate is still interested but has been unable to proceed due to family illness. GN to arrange a formal conversation with her, after PC has met, to begin co-option process. | PC/GN |
| **14** | **Innicks Close**  Curo have responded agreeing to gift the land but have stated the Council would need to pay all legal fees. PC to respond that we can certainly pay our fees but not theirs. All Cllrs agree. | PC |
| **15** | **To receive an update from the Ward Councillor**  None |  |

**UBLEY PARISH COUNCIL FINANCIAL REPORT FOR MEETING 12.05.2022**

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**PAYMENTS approved at 12 May 2022 meeting of Ubley Parish Council**

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| Date | **Cheque number** | **Amount** | **Description** | **Signed/ Authorised** | **Spend to date** |
| 04/05/2022 | STO | £172.93 | Sweeper Salary | PC/MS | Within Budget |
| 04/05/2022 | STO | £280.20 | Clerk’s salary and expenses | PC/MS | Within Budget |
| 03/05/2022 | BACS | £275.50 | HMRC - PAYE | PC/MS | Within Budget |
| 12/05/2022 | BACS | £30 | ALCA training | PC/MS | Within Budget |
| 12/05/2022 | BACS | £TBC (<£500) | Zurich Insurance | PC/MS | Within Budget |
| 12/05/2022 | 300001 | £430 | Colin George – Hedges and grass cutting Aug/ Dec/ Jan | MS/AC | Within Budget |
| 12/05/2022 | BACS | £24.44 | Office expenses – printer ink | PC/MS | Within Budget |

**Prepared by Charlotte Witchard - Clerk and RFO, on 15/05/2022**

The Bank statements report the following balances:

* NatWest Current Account at 30/04/2022 £17967.95
* Unity Bank Current Account at 0/04/2022 £7694.87