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| **DRAFT**  **MINUTES OF THE MEETING OF UBLEY PARISH COUNCIL**  **held on Thursday 13 October 2022** |

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|  | ITEM | ACTION |
| Present | Councillors – P. Collins (PC) - Chairman, J. Croot (JC) – Vice Chairman, M. Smart (MS), G. Nettleton (GN), E. Scourse (ES), N.Waterman (NW)  A. Cole (AC),  Clerk – C. Witchard (CW) |  |
| **1** | **To receive and accept apologies for absence**  None |  |
| **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 14 July 2022 and go through the follow-up actions**  The minutes were duly approved by Council and signed by the Chairman.  **Matters Arising**:  New Glebe regulations have not yet been shared with the community. Awaiting installation of new noticeboard (see 7.2) and a letter will be circulated to residents with adjoining properties in the coming weeks. | PC |
| **5** | **Report on Clerk items: To discuss and approve further actions where needed**   1. Unity Trust Bank Account – JC having technical issues but is working on setting up online access. GN form duly signed and application to be completed. 2. Current Internal auditor is discontinuing their service. Quotes from replacement auditors have been gathered. 2 quotes returned at £200 (previous was £150). Council resolved for CW to choose one and engage. 3. (a) An overtime clause for employees (Clerk and Sweeper) was drafted. This has been duly approved by GN and the Council resolved that this should be added to both contracts.   (b) PC has gathered all known documents relating to ownership of the land around the Hall but we still have no actual plans. PC to get these from Land Registry with assistance from CW and GN.   1. CW to advise next dates for Essential Cllr Training at ALCA as soon as they are published. | CW  CW  CW  PC/CW/  GN  CW |
| **6** | **Finances**   * 1. The finance report was reviewed and approved by the Council unanimously. A copy is attached to these minutes.   2. To confirm payments (see financial report). These were unanimously agreed. BACS Payments to be authorised by PC and MS.   3. The quarterly bank reconciliation was reviewed by all and signed by GN.   4. The Council resolved to set up a Direct Debit to pay HMRC PAYE. | CW |
| **7** | **Village Maintenance**   1. The Cross.   -Bins. A decision on obtaining a dog mess bin or otherwise moving the general waste bin at The Cross away from where children congregate is deferred until the new year.  -Stonemasonry. NW has investigated stonemasons and expects to have 3 full quotes by next meeting. Note PC to get Land Registry plans showing ownership and plan.  -Phone box. CW struggled to find alternative contractor to the one already quoted in July. ES to go back and ask for details of work and materials. CW to ask neighbouring (Regil) Clerk for details of their contractor.  ES to check with Julia that she is happy with the planting. A note is to go in the diary to give her a thank you gift at Christmas.   1. The Glebe.   -Noticeboard. PC to meet with contractor who is providing the new Hall noticeboard to discuss options for Glebe noticeboard. NW to make new rare plants sheet to replace faded old one.  - Play area inspection rota. A rota and checklist template has been saved in a new Google Drive along with a folder for saving completed checklists. This will now be circulated to all Cllrs and the Play Area charity group all of whom will take a weekly slot.  - Repairs and Maintenance. Several areas of damage and poor workmanship have been highlighted and reported back to the contractor by the Play Area group. PC to chase.  - Grasscutting. AC has cut. Volunteers will do strimming.  - Benches: PC, ES and representatives of the Play Area Group will scope out possible locations for benches.   1. Churchyard - Contractor has been keeping to schedule and doing a great job. 2. Hall surrounds   -Noticeboard has been temporarily repaired and a proper repair will be done as needed.  - JC and/or AC to do grass cutting of amenity area.  - Electric points at the Hall is a Hall Committee decision. MS to discuss with them.  -Paving to rear is broken and uneven and could be considered non-accessible. MS to discuss with Hall.  -The Hall Committee are considering outdoor lighting. There is an existing 10pm curfew so this will need to be taken into account. Downlighting only and/or on timer to shut off at 10pm. The Council approve this in principle but will request viewing of plans. MS to discuss with Hall   1. Walnut Tree Close. JC has received one quote at £980 for work on corner bed and will seek two more. Includes full hedgerow clearing, installing matting, cutting back of trees and clearing all waste from site. Does not include woodchip which will need to be purchased separately. Volunteers can do new planting. The Council resolves that this can be pursued before the next meeting with no further agreement needed to authorise spending and give power to JC to accept the best quote. JC to also seek quotes for tree surgery. 2. Other   Note on grasscutting at Cross and Hall. We have struggled to have enough volunteers to keep on top of this so Council resolves to engage a contractor to do regular cuts with volunteers doing intermediary as required. PC to ask WCGC who cut the churchyard grass to quote for adding this to their 3 weekly service.  -Broken stile has been repaired.  -Christmas tree – CW and ES to source outdoor tree decorations. Sustainable/ recycled preferred. Note new lights may also be needed.  AC to reserve tree similar to last year’s. | NW/PC  CW/ES  ES/CW  PC    CW  PC  PC/ES  JC/AC  MS  MS  MS  JC  PC  CW/ES  AC |
| **9** | **Reports from Councillors**  PC reported on CVAF-C&NEWG bus consultation meeting. There was an excellent turn out. WECA have noted that the Chew Valley needs better bus provision. They are scoping and taking tenders for new projects and services. An ‘on demand’ service has been proposed shuttling along the valley which can be prebooked.  MS reported on Neighbourhood Watch. 2 cars and 1 catalytic converter stolen in neighbouring villages. PC to check in with Patti to see if she is still willing to take this on. MS Ok to continue for the moment. | PC |
| **10** | **Planning**  **Updates on Previous Applications:**  - 22/02243/FUL– Lakewood House The Sidelings. The applicants are continuing to have problems with this application mainly on grounds of bat and soil conservation.  **New Planning Applications:**  - 22/03766/TCA Tree works. Three Ways, The Street. The council resolve to submit No Objection. |  |
| **11** | **Innicks Close**  Awaiting response from Curo. Letter has been circulated to residents to explain what has been happening and the focus now is to keep pressure on Curo to carry out their maintenance obligations. | PC |
| **12** | **To receive an update from the Ward Councillor**  None |  |

**UBLEY PARISH COUNCIL FINANCIAL REPORT FOR MEETING 13 October 2022.**

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**PAYMENTS approved at the 13 October 2022 meeting of Ubley Parish Council**

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| Date | **Cheque number** | **Amount** | **Description** | **Signed/ Authorised** | **Spend to date** |
| 04/08/2022 | STO | £172.93 | Sweeper Salary | Pre authorised | Within Budget |
| 04/08/2022 | STO | £280.20 | Clerk’s salary and expenses | Pre authorised | Within Budget |
| 04/09/2022 | STO | £172.93 | Sweeper Salary | Pre authorised | Within Budget |
| 04/09/2022 | STO | £280.20 | Clerk’s salary and expenses | Pre authorised | Within Budget |
| 30/09/2022 | DD | £18 | Bank fees |  |  |
| 04/102022 | STO | £172.93 | Sweeper Salary | Pre authorised | Within Budget |
| 04/10/2022 | STO | £280.20 | Clerk’s salary and expenses | Pre authorised | Within Budget |
| 13/10/2022 | Cheque 300002 | £109.95 | To PC for goalposts. \*Previously approved in April 2022 but awaiting addition of bank signatories | MS/JC | Within Budget |
| 13/10/2022 | BACS | £240 | WCGC Aug and Sept | PC/MS | Within Budget |
| 13/10/2022 | Cheque 300002 | £23.98 | PC for printing costs | MS/JC | Within Budget |
| 13/10/2022 | BACS/DD | £324.60 | HMRC (PAYE) | PC/MS | Within Budget |
| 13/10/2022 | BACS | £66 | Payroll services April – Sept 2022 | PC/MS | Within Budget |

**Prepared by Charlotte Witchard - Clerk and RFO, on 19/10/2022**

The Bank statements report the following balances:

* Unity Bank Current Account at 30 September 2022 £21,685.98