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| **DRAFT**  **MINUTES OF THE MEETING OF UBLEY PARISH COUNCIL**  **held on Thursday 13 July 2023** |

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|  | ITEM | ACTION |
| Present | Councillors – P. Collins (PC) - Chairman, M. Smart (MS), E. Scourse (ES), A. Cole (AC), N. Waterman (NW). D Harding – District Cllr.  Clerk – C. Witchard (CW) |  |
| **1** | **To receive and accept apologies for absence** J. Croot and G. Nettleton |  |
| **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 15 June 2023 and go through the follow-up actions**  The minutes were duly approved by Council and signed by the Chairman.  **Matters Arising**: All actions covered in agenda |  |
| **5** | **Report on Clerk items: To discuss and approve further actions where needed**   1. The 2022-23 AGAR and associated paperwork has been submitted. 2. Actions from IA report are now completed or included in the Agenda. 3. Email accounts – Cllrs to clean out old emails. Clerk to keep all historical. Clerk to set up a shared google drive for sharing documents rather than emailing. | All/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.   3. The quarterly bank rec was reviewed and signed off. | CW  CW  CW |
| **7** | **Village Maintenance**   1. The Cross.   -Grass cutting now added to contractor’s schedule.   1. The Glebe.   - Repairs and Maintenance. Play equip in good condition apart from bird fouling. PAG are considering bird deterrent options. Clerk to discuss with them.  -JC to bring new benches out of storage ready to be installed.  -Inspections. No updates.  -Clerk is now making all weekly inspections.   1. Churchyard – Grass cutting continues to be on a 3 weekly schedule. Many thanks to Cllr Cole for mowing the additional burial area. 2. Hall surrounds.   -Gate repair to be added to schedule of new Village Operative.  -Hall surrounds ownership map still in progress with land registry.   1. -Walnut Tree Close. Some great work done by volunteers laying chippings and weeding. Still some planting needed plus hedge/ tree cutting. JC speaking to contractor. 2. Innicks Close. Curo are still failing in their maintenance duties. PC has chased and is supporting residents. The meeting with their surveyor highlighted issues including guttering, weeding and garages. Grass on green space still not cut, though it is noted that some residents enjoy the space wild. 3. Flooding. Nothing at present as weather is dry 4. Other. -Knotweed at sawmills carpark has been treated and is waiting to die back. More has now spread, and also found at The Sidelings. This is left with residents to deal with for now but will be checked.   -A full list of maintenance tasks, both ongoing and ad-hoc, to be created and maintained for tracking and for delegation of tasks to new Operative. | CW  JC  CW  CW  PC  JC  PC  JC/PC  PC/JC/  CW |
| **8** | **Reports from Councillors**  DRT. Group leader is now on holiday so PC and others are running this in her absence. Pushing for an extension to the 672 as DRT still not functioning properly. Driver shortage still an issue and many users are still experiencing problems.  -Neighbourhood Watch No updates  -PCAA. No updates | PC  MS  PC |
| **9** | **Planning**  **Updates on Previous Applications:**  - 22/02243/FUL– Lakewood House The Sidelings. In progress.  - 23/01552 – 6 Squire Lane extension. Permitted.  - Mendip DC - 2023/1062/FUL Hazel Manor. The Council have not been formally consulted as the land is in a different district despite being adjacent. The Council will not submit any comments due to no consensus, but individuals have submitted comment privately. AONB and neighbouring Parish have submitted objections. There are concerns regards future Licencing applications. Clerk to request to join Mendip’s Planning and Licencing mailing list and contact Priddy Parish.  -23/01121/FUL Saw Mills. – No Objection  Note that no Planning application has been submitted for the new signage at Saw Mills. Clerk to refer to B&NES enforcement. | CW  CW |
| **10** | **Sweeper.**  New Operative to start in August. The Council resolves to purchase a storage locker and new equipment. | CW/PC/JC/MS |
| **11** | **Defib training.** Aiming for a September session. Date TBC. | CW |
| **12** | **Training.** NW and CW to sign up for Essential Councillor. | CW |
| **13** | **The Freedom-of-Information-and-Publication-Scheme was adopted.** | CW |
| **14** | **Risk Assessments were reviewed and approved subject to agreed amendments.** | CW |
| **15** | **Ubley drove.** The residents are suffering problems with 4x4s late at night, litter including drug paraphernalia. B&NES Rights of way team have said this is a police matter. PC to refer to police, and also speak to B&NES about reclassification and repair of byway, but the Council have no power to enforce anything here. | PC |
| **16** | **To receive an update from the Ward Councillor**  Ward Cllr David Harding updated the Council on B&NES ongoing investigation into speed calming on the A368. Plans to be published in due course. He also advised of a discretionary fund that struggling residents can apply for. |  |
|  | **The date of the next meeting is set for 14th September 2023** |  |

**UBLEY PARISH COUNCIL FINANCIAL REPORT FOR MEETING** **15 June 2023**

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**PAYMENTS approved at the 15 June 2023 meeting of Ubley Parish Council**

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| Date | **Cheque number** | **Amount** | **Description** | **Signed/ Authorised** | **Spend to date** |
| 04/06/2023 | STO | £304.21 | Clerk’s salary and expenses | Pre authorised | Within Budget |
| 15/06/2023 | BACS | £75 | PCAA subs | MS/GN | Within Budget |
| 15/06/2023 | BACS | £200 | Internal Audit | MS/GN | Within Budget |
| \*\*25/4/2023 | DD | £308.80 | HMRC (PAYE) | Pre authorised | Within Budget |

Bank statements report the following closing balances -

* Unity Bank Current Account at 31 May 2023 £25,506.70