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| **DRAFT**  **MINUTES OF THE MEETING OF UBLEY PARISH COUNCIL**  **held on Thursday 14 September 2023** |

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|  | ITEM | ACTION |
| Present | Councillors – P. Collins (PC) - Chairman, J. Croot (JC) – Vice Chair, M. Smart (MS), A. Cole (AC), N. Waterman (NW). A Box – District Cllr.  Clerk – C. Witchard (CW) |  |
| **1** | **To receive and accept apologies for absence** E. Scourse (ES), G. Nettleton (GN) |  |
| **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 13 July 2023 and go through the follow-up actions**  The minutes were duly approved by Council and signed by the Chairman.  **Matters Arising**: Bird fouling at Play Area - covered in agenda 7.3. Ubley Drove issues handed over to B&NES/ Police. |  |
| **5** | **Report on Clerk items: To discuss and approve further actions where needed**   1. All actions from IA report now completed. 2. Email accounts – Cllrs to clean out old emails. Shared Google drive set up successfully for sharing documents rather than emailing. | CW  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. | CW  CW |
| **7** | **Village Maintenance**   1. Maintenance log. A central log has been created in the shared Google drive area. All Cllrs to have access to add tasks and give updates. The list has been started with both regular and ad-hoc tasks but needs completing with input from all Cllrs. CW to work with JC to finalise and work through actions. 2. The Cross.   -Grass cutting completed by resident as not done by WCGC. CW to chase WCGC. Note of damage on signpost corner. Repairs/ contractors to be investigated.   1. The Glebe.   - Repairs and Maintenance. Play equip in good condition apart from some loose climbing holds again and bird fouling. MS to tighten handholds. NW to look at bird deterrents.  -JC to bring new benches out of storage ready to be installed and consider options for spiking/ concreting/ paving.  -Clerk is now making all weekly inspections.   1. Churchyard – Grass cutting continues to be on a 3 weekly schedule including new additional area. 2. Hall surrounds.   -Hall Committee are working through a long list of improvements.  -Grass has not been cut. CW to chase WCGC.  -Hall surrounds ownership map still in progress with land registry.  - Surrounding hedges need cutting. Cllrs to liaise on volunteer group to get started. AC to approach CG contractor for a quote.   1. -Walnut Tree Close. PC to discuss shrubbery with residents. PC/JC to investigate pruning requirements and consider edging. CW to investigate other possible contractors. 2. Innicks Close. Curo are still failing in their maintenance duties. PC has chased and is supporting residents. Grass has been cut but still no action on hedges, guttering and garages. CW to chase Curo. 3. Flooding. B&NES have been checking the drains. 4. Other. -Knotweed at sawmills carpark has been treated and looks clear for now. Knotweed at Ubley Drove being dealt with by residents.   -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 (once one appointed). | CW/JC  CW  MS/NW  JC  CW  CW  PC  PC/JC/ AC/MS  JC/PC/  CW  PC/  CW |
| **8** | **Reports from Councillors**  DRT. The service is getting worse, more and more unreliable. Area meeting held last week with Dan Norris but it was felt that he was not listening to residents’ voices and focussed on his own agenda. B&NES and the community are working constructively to look at options and improvements.  -Neighbourhood Watch No updates as MS not receiving Police emails, however AC and Clerk advised of stolen car from Ubley Motors and break ins in Compton Martin  -PCAA. No updates | PC  MS |
| **9** | **Planning**  **Updates on Previous Applications:**  - 22/02243/FUL– Lakewood House The Sidelings. In progress.  -23/01121/FUL Saw Mills. – In progress  - 23/03164/LBA – Manor House – Pending Consideration  - Mendip DC - 2023/1062/FUL Hazel Manor. Compton Martin and AONB have submitted objections. CW to discuss potential visit with CM Clerk. | CW |
| **10** | **Defib training.** Aiming for an October session. Date TBC. | CW |
| **11** | **Sweeper.**  New Operative due to start in Aug backed out of the role. CW to look at advertising with B&NES and flyers in local shops etc. | CW |
| **12** | **Training.** NW and CW (and GN?) to sign up for Essential Councillor October session | CW |
| **16** | **To receive an update from the Ward Councillor**  Ward Cllr Anna Box gave updates on various committees and meetings including:  - discussions about extending the running hours of Newbridge P&R.  Work being trialled in valley for Auto Speedwatch. |  |
|  | **The date of the next meeting is set for 5th October 2023** |  |

**UBLEY PARISH COUNCIL FINANCIAL REPORT FOR MEETING** **14 September 2023**

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**PAYMENTS approved at the 14 September 2023 meeting of Ubley Parish Council**

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| Date | **Cheque number** | **Amount** | **Description** | **Signed/ Authorised** | **Spend to date** |
| 25/07/2023 | DD | £213 | HMRC (PAYE) | Pre-authorised | Within Budget |
| 04/08/2023 | STO | £304.21 | Clerk’s salary and expenses | Pre authorised | Within Budget |
| 04/09/2023 | STO | £304.21 | Clerk’s salary and expenses | Pre authorised | Within Budget |
| 15/09/2023 | BACS | £36.79 | CW for printer ink |  | Within budget |
| 15/09/2023 | BACS | £168 | WCGC Grass Cutting |  | Within budget |
| 15/09/2023 | BACS | £153.85 | FirstAid4Less (defib pads) |  | Within budget |
| 15/09/2023 | BACS | £66 | Diane Malley payroll |  | Within budget |
| 15/09/2023 | BACS | £40 | Nempnett pastures - Chippings |  | Within budget |

Bank statements report the following closing balances -

* Unity Bank Current Account at 31 August 2023 £23,745.97