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| **DRAFT****MINUTES OF THE MEETING OF UBLEY PARISH COUNCIL****held on Thursday 9 November 2023** |

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|  | ITEM | ACTION |
| Present | Councillors – P. Collins (PC) - Chairman, J. Croot (JC) – Vice Chair, M. Smart (MS), G. Nettleton (GN), A. Cole (AC), Clerk – C. Witchard (CW) (arrived late)Ward Cllr Anna Box (AB) |  |
| **1** | **To receive and accept apologies for absence** E. Scourse (ES), N. Waterman (NW).  |  |
| **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 05 October 2023 and go through the follow-up actions**The minutes were duly approved by Council and signed by the Chairman.**Matters Arising**: All items covered in the agenda. |  |
| **\*13** | **To receive an update from the Ward Councillor** This item was moved up the agenda to allow the Ward Cllr to leave early.  |  |
| **5** | **Report on Clerk items: To discuss and approve further actions where needed**1. Deadline for requesting trees has now passed. Trees to be ordered and certificates to be produced.
2. Email accounts – All now cleaned and under control. Admin rights to be passed over to Clerk
3. National Pay Award rate increase approved
 | CW/PCCW/PC |
| **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.
 | CWCW |
| **7** | **Village Maintenance**1. Maintenance log. A central log has been created in the shared Google drive area. CW/PC/JC have updated and will add more detail and also residents’ areas to keep an eye on.
2. The Cross.

-Christmas tree to be ordered. -Note of damage on signpost corner. Repairs/ contractors to be investigated and reviewed in the spring.1. The Glebe.

- Repairs and Maintenance. MS has tightened and repaired some handholds. Clerk to investigate replacements. NW investigating bird deterrents. -JC to prepare for bringing new benches out of storage ready to be installed in February and consider options for spiking/ concreting/ paving (planning ahead to be done in the spring)- AC to get quote from regular contractor for hedges.1. Churchyard – Last cut due before winter.
2. Hall surrounds.

- Wisteria has been cut back but still needs work. Volunteers to be sought, and Clerk to get quotes from contractors. -Hall Committee are still working through a long list of improvements including the previously discussed outdoor lighting for the amenity area. The Council has requested this does not impact residents of Walnut Tree Close.-Hall surrounds ownership map. Land registry have now confirmed that the land has not been registered at all. This is not unusual for rural areas. It can be registered but the fee would be per current market value. The Council resolves that this is a prohibitive cost and that the Conveyancing Document is sufficient to prove ownership. PC to complete the map showing Council owned area for our record and for publication.- Surrounding hedges need cutting. 2 quotes considered. AC to obtain third quote. Clerk to request requote omitting car park hedges adjacent to The Street. AC to request CG contractor to cut those hedges only.1. -Walnut Tree Close. PC to discuss shrubbery with residents. PC/JC to investigate pruning requirements and consider edging. JC to seek quotes for tree cutting. AC to approach CG contractor for a quote for hedges cutting at junction with The Street.
2. Innicks Close. Grass and hedges have been cut but still no action guttering and garages. CW to chase Curo and cc AB on communications. Flooding - There has been constructive discussion with the landowner however he has stated that the water is running from the hills and across the road and into his field so B&NES have a responsibility.
3. Flooding. Some flooding down The Sidelings and into the village and blocked drain reported to B&NES. Flooding at the east end of the lake near to the trout hatchery. Flooded area at Tuckers lane has been managed by landowner.
4. Other. -Knotweed and Balsam to be checked in Spring.

- B&NES Clean and Green team unfortunately did not make it to Ubley. Will request help next time they are in the area.- Clerk to check with B&NES on mechanical roadsweeping frequency, and ask them to return and redo after last visit during school hours swept all the leaves under cars. | CW/PC/JCACCW/NWJCACCW/PCPCCW/AWCW/PC/JC/ACTBC/AC |
| **8** | **Reports from Councillors**DRT. The new Sustainable Transport group is back meeting with WECA. WECA are considering changing the WESTlink zones which is expected to affect the Chew valley adversely.-Neighbourhood Watch . No updates.-PCAA. There have been several accidents caused by increased traffic and roadworks. | PCMSPC |
| **9** | **Planning****Updates on Previous Applications:** -23/01121/FUL Saw Mills. – Withdrawn- 23/03164/LBA – Manor House – Pending Consideration- Mendip DC - 2023/1062/FUL Hazel Manor. Pending Consideration.. | CW/MS |
| **10** | **Ubley Drove.** No further action from the Council. | CW/PC |
| **11** | **Sweeper.** 2 applicants did not turn up for interviews. Clerk to chase.  | CW |
| **12** | **Training.** CW attended ALCA training. NW to sign up asap. | CW/NW |
| **13** | **To receive an update from the Ward Councillor** Ward Councillor updated on next full Council meeting being in two weeks. The next Clean and Green will be in February/March and the Ward Councillor will help support our requests for them to get as far as Ubley.B&NES are developing a new Local Plan and eco elements are front and centre in it.There is work going on to change the cultural climate of the Council. |  |
|  | **The date of the next meeting is set for 7th December 2023** |  |

**UBLEY PARISH COUNCIL FINANCIAL REPORT FOR MEETING** **09 November 2023**

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**PAYMENTS approved at the 09 November 2023 meeting of Ubley Parish Council**

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| Date | **Cheque number** | **Amount** | **Description** | **Signed/ Authorised** | **Spend to date**  |
| 04/112023 | STO | £304.21 | Clerk’s salary and expenses | Pre authorised  | Within Budget |
| 31/10/2023 | BACS | £191.92 | Clerk’s backpay | PC/MS |  |
| 25/10/2523 | DD | £213.20 | HMRC – PAYE Q2 | Pre authorised | Within Budget |
| 10/11/2023 | BACS | £80 | ALCA | PC/MS | Within Budget |
| 10/11/2023 | BACS | £396 | NetWise | PC/MS | Within Budget |
| 10/11/2023 | BACS | £336 | WCGC Aug and Sept\* carried over from Oct meeting | PC/MS | Within Budget |
| TBC | BACS | £150 | Wisteria |  |  |

Bank statements report the following closing balances -

* Unity Bank Current Account at 31 October 2023 £29,724.81