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| **DRAFT**  **MINUTES OF THE MEETING OF UBLEY PARISH COUNCIL**  **held on Thursday 7 December 2023** |

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|  | ITEM | ACTION |
| Present | Councillors – P. Collins (PC) - Chairman, J. Croot (JC) – Vice Chair, G. Nettleton (GN), Clerk – C. Witchard (CW) (arrived late)  Ward Cllr Anna Box (AB) |  |
| **1** | **To receive and accept apologies for absence** A. Cole (AC), M. Smart (MS), 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 09 November 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. |  |
| **5** | **Report on Clerk items: To discuss and approve further actions where needed**   1. Trees ordered and certificates printed. Clerk to arrange distribution. 2. Draft Biodiversity Policy and background info shared. Work to continue in 2024 | CW  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 current budget was reviewed in preparation for setting the 2024-25 budget and precept in the January 2024 meeting. | CW  CW |
| **\*13** | **To receive an update from the Ward Councillor**  This item was moved up the agenda to allow the Ward Cllr to leave early. |  |
| **7** | **Village Maintenance**   1. Maintenance log. CW/PC/JC have updated and will add more detail and also residents’ areas to keep an eye on. 2. The Cross.   -Christmas tree ordered. Decoration to be arranged.  -Note of damage on signpost corner. Repairs/ contractors to be investigated and reviewed in the spring.   1. The Glebe.   - Repairs and Maintenance. Replacement handhold ordered. Sign created.  -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.   - Quote accepted for side and back of hall inc wisteria. Clerk to direct contractor to go ahead.  -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. PC to complete the map showing Council owned area for our record and for publication.   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. Curo have completed some work and will do more and will communicate with residents. 3. Flooding. 4. Other. -Knotweed and Balsam to be checked in Spring.   - B&NES Clean and Green team – Clerk has requested Ubley visit in January. | CW/PC/JC  AC/JC/MS  CW/NW  CW  JC  AC  CW  MS  CW/PC  PC/CW  CW |
| **8** | **Reports from Councillors**  DRT. PC updated the Council on the Sustainable Transport group meetings with WECA/B&NES and their planned bid for funding for a new service.  -Neighbourhood Watch . No updates.  -PCAA. No updates | PC  MS  PC |
| **9** | New: - 23/04001/OUT - Corner Cottage - Object  Updates: - 23/03164/LBA – Manor House – Pending Condideration  **-** Mendip DC - 2023/1062/FUL – Hazel Manor - Pending Condideration |  |
| **10** | **Ubley Drove.** No further action from the Council. | CW/PC |
| **11** | **Sweeper.** Clerk to repost job ad flyers locally. | CW |
| **12** | **Training.** Clerk authorised to register for ALCA Transparency training in March and advise NW of upcoming ‘Essential Cllr’ training dates. | CW/NW |
| **13** | **To receive an update from the Ward Councillor**  Ward Councillor gave report on the last full Council meeting. Predominantly finance based, discussion of District power to increase Council Tax on second homes and long-term empty properties. Increase in support for very low oncome households. Hope for increase in funding for road safety. 6838 potholes filled this year.  Informed Council of other areas affected by flooding in the area and recommended contacting environment agency for help and guidance on our parish issues. |  |
|  | **The date of the next meeting is set for 4th January 2024** |  |

**UBLEY PARISH COUNCIL FINANCIAL REPORT FOR MEETING** **07 December 2023**

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**PAYMENTS approved at the 07 December 2023 meeting of Ubley Parish Council**

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| Date | **Cheque number** | **Amount** | **Description** | **Signed/ Authorised** | **Spend to date** |
| 04/12/2023 | STO | £304.21 | Clerk’s salary and expenses | Pre authorised | Within Budget |
| 23/11/2023 | BACS | £191.21 | Clerk’s backpay | PC/MS | Within Budget |
| 08/12/2023 | BACS | £30 | Rhino | PC/MS | Within Budget |
| 08/12/2023 | BACS | £24 | Netwise -Domain renewal | PC/MS | Within Budget |
| 08/12/2023 | BACS | £550 | GTH – Glebe rent | PC/MS | Within Budget |
| TBC | BACS | £150 | Wisteria\* carried over from Oct meeting | PC/MS | Within Budget |
| TBC | BACS | £106.90 | PC for trees |  | Within Budget |
| TBC | BACS | £850 | Josh Templeton – Hall surrounds | PC/MS | Within Budget |

Bank statements report the following closing balances -

* Unity Bank Current Account at 30 November 2023 £28,417.48