**Ubley Parish Council**

**AGENDA**

**Parish Councillors are summoned to a meeting to beheld at Ubley Village Hall BS40 6PJ on**

**Thursday 16 May 2024 at 8:00pm**

**Annual Meeting of the Parish Council – 8:00pm**

**All Councillors to sign Declaration of Acceptance of Office before the start of the meeting**

1. **To elect the Chairman of the Council**

1.1 The newly-elected Chairman to sign The Declaration of Acceptance of Office

1.2 The newly-elected Chairman to take over the Chairmanship of the meeting

1. **To elect the Vice-Chairman**

2.1 Thenewly-elected Vice-Chairman to sign The Declaration of Acceptance of Office

1. **To confirm the position of the Proper Officer and Responsible Financial Officer for the Council**
2. **To confirm the position of Press Representative**
3. **To elect the ALCA representative**
4. **To elect the representative for the Ubley Parish Hall Committee**
5. **To ensure that all Councillors have completed the Acceptance of Office forms and returned them to the Clerk**

**Main Meeting 8:20pm**

1. **To receive and accept apologies for absence**
2. **To receive declarations of interest in the agenda**
3. **Public Participation to receive comments from the public.**
4. **To approve and sign the minutes of the previous meeting held on 18 April 2024 and go through the follow-up actions**
5. **To review and**
6. **adopt Standing Orders and Financial Regulations**
7. **adopt the code of conduct**
8. **confirm representation on external bodies and arrangements for reporting back**
9. **confirm inventory of land and assets**
10. **confirm insurance cover**
11. **confirm any subscriptions**
12. **Report on Clerk items: To discuss and approve further actions where needed**
13. End of year, IA and AGAR paperwork in progress.
14. **Finances**
	1. To review the monthly financial reports.
	2. To confirm BACS and cheque payments to be authorised (see financial report).
	3. Banking – transfer of funds/ reserves to savings account
15. **Village Maintenance**

1. Review maintenance log –
2. The Cross -
3. The Glebe. - Repairs and maintenance

- Installing benches

- Grass cutting

- Hedges

1. Churchyard - Grass cutting
2. Hall surrounds - Update on hall improvements

- Grass and hedge cutting

- Shed

1. Walnut Tree Close - Corner bed planting
2. Innicks Close
3. Flooding
4. Other

1. **Reports from Councillors**

**- Neighbourhood Watch (MS)**

1. **Planning**

Updates - 23/04001/OUT - Corner Cottage. Pending

 - 24/00722/COND – Meadowbank. Discharge of Conditions. Pending

 -24/01088/TCA - Manor Cross House. Tree felling. No objection

New -24/01397/TCA - Church Farm House. Tree felling. Pending

1. **Defibrillator/ Bleed Kit**
2. **Councillor Recruitment**
3. **Sweeper Recruitment**
4. **To receive an update from the Ward Councillor**

**Agenda posted by C Witchard on 09 May 2024**

**www.ubleyparish.co.uk**

**Clerk: Charlotte Witchard. Tel 07807 986309. E-mail:**parish-clerk@ubleyparish.co.uk