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| **DRAFT MINUTES OF THE MEETING OF UBLEY PARISH COUNCIL**  **held on Thursday 04 September 2025** |

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|  | ITEM | ACTION |
| Present | Councillors Chair – M. Smart (MS), G. Nettleton (GN) J Chitty (JCh), A. Cole (AC), P. O’Sullivan (POS). Clerk – C. Witchard (CW). |  |
| **1** | **To receive and accept apologies for absence**. 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 07 August 2025 and go through the follow-up actions.**  The minutes were duly approved by Council and signed by the Chair  **Matters Arising**: All other items covered in the agenda. |  |
| **5** | **Correspondence.**  A resident has requested use of the hall car park for friends and family attending a party. The Council has no objections.  The resident with 25/03102/TCA contacted the Council regarding the application, to clarify issues of danger and damage. See below (11) |  |
| **6** | **Report on Clerk items: To discuss and approve further actions where needed**   * 1. The Clerk will start drafting the Autumn newsletter – to be added to the October Agenda. | CW |
| **7** | **Finances**   * 1. The finance report was reviewed and approved by the Council unanimously. A copy is attached to these minutes.   2. All invoices were checked against the financial report and all payments were approved for payment.   3. The reserves and 3-5 year budget were discussed. The Clerk will investigate rough pricing for resurfacing the Hall carpark, to be considered in the next couple of years.   4. Jeff Croot was removed as a bank signatory. POS was added as a bank signatory. JCh to be added asap.   5. The national pay award was approved for the Clerk. |  |
| **8** | **Village Maintenance**   1. Maintenance log. No updates. Clerk to review. 2. The Cross. – No updates 3. The Glebe and Play Area. – One of the goalposts is in need of repair. 4. Churchyard – no updates 5. Hall surrounds – no updates 6. WTC –No updates. 7. Innicks Close. – no updates 8. Flooding. – No updates, but all Cllrs and the Sweeper will keep an eye on drains filling with leaf fall. 9. Sweeper Tasks. Keeping drains clear, lots of leaf fall 10. Other. – AC to look at further clearing and laying breeze blocks in rutted areas of Tuckers lane. | CW  JCh  All  AC |
| **9** | **Reports from Councillors** – None |  |
| **10** | **Neighbourhood Plan and Housing Needs Assessment**  The Council resolved to proceed with the Housing Needs Assessment, provided the 50% WERN funding can be applied. This unbudgeted spend to come from Reserves. Clerk to commence first steps in the process. | CW |
| **11** | **Planning**  New- 25/03102/TCA. The Old manor. Tree felling. B&NES have raised an objection to this but the resident has appealed due to the clear danger to property and people. The Council has no objections.  - 25/03381/FUL. The Old manor. No objections. |  |
| **12** | **Bristol Water – Lake access.** JC will continue to work on researching this. Is awaiting a reply from Sustrans. | JCh |
| **13** | **Councillor Recruitment.** Following a resignation we now have one vacancy. All Cllrs to reach out in the community. CW to produce new posters. Flyer to be put on Facebook and passed to the school for their newsletter. | All |
| **14** | **To receive an update from the Ward Councillor**  None. |  |
| **15** | **The date of the next meeting is confirmed as 9 October 2025** |  |

**COUNCIL FINANCIAL REPORT 04 September 2025**

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1. **RECEIPTS August 2025: £0**
2. **PAYMENTS to go before the next meeting of Ubley Parish Council**

Details of the payments**:**

1. **Payments to be agreed by Parish Councillors**

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| Date | **Cheque number** | **Amount** | **Description** | **Signed/ Authorised** | **Spend to date** |
|  | | | | | |
| 31/082025 | SO | £343.30 | Clerk’s salary and wfh allowance | Pre authorised SO | Within Budget |
| 30/08/2025 | SO | £244.25 | Sweeper Salary | Pre authorised SO | Within Budget |
| 31/08/2025 | DD | £6 | Bank service charge | Pre authorised DD | Within Budget |
| 05/09/2025 | BACS | £42.50 | Clerk’s backpay following pay award | MS/GN | Within Budget |
| 30/09/2025 | BACS | TBC | Change on salary SO following Pay Award | MS/GN | Within Budget |
| 05/09/2025 | BACS | £1176 | WCGC – 2 invoices (April-July) | MS/GN | Within Budget |
| 05/09/2025 | BACS | £408 | Josh Templar – Hall fence | MS/GN | Within Budget |
| 05/09/2025 | BACS | £450 | C George Hedgecutting and grass clearing various 2024/25 | MS/GN | Within Budget |
| 05/09/2025 | BACS | £86.40 | Diane Malley payroll (now with VAT) | MS/GN | Within Budget |
| 05/09/2025 | BACS | £41.96 | DL for sweeper equipment | MS/GN | Within Budget |
| 05/09/2025 | BACS | £336 | Grasscutting Aug | MS/GN | Within Budget |
| 05/09/2025 | BACS | £48 | AC Petrol (Glebe grasscutting) | MS/GN | Within Budget |

Bank statements report the following closing balances -

* Unity Bank Current Account at 31/08//2025 £4530.12
* Unity Bank Savings Account at 31/08/2025 £27,602.84