

Ubbeston Parish Council

Minutes of the Virtual Meeting of Ubbeston Parish Council via Zoom on Monday 28th September 2020 at 7-30pm.

Attendees: Cllr C Wootton (Chair), Cllr A Pike, Cllr L Ward, Cllr N Youngs, Cllr C Walker, Clerk Julie Collett & County/District Cllr Stephen Burroughes.

- 51.2020 To consider accepting apologies for absence No apologies.
- 52.2020 To approve and sign the minutes of the Meeting of Ubbeston Parish Council on 22nd June 2020 Minutes agreed and signed as correct.
- 53.2020 To record declarations of interest from members in any item to be discussed None
- 54.2020 To consider dispensation from members in any item to be discussed None
- Public Forum**
- Parishioner's questions or comments No Parishioners attending.
- District & County Councillors' reports Stephen Burroughes had circulated reports and these are on the website. Some highlighted points are:
- From the County Council report
- Go ahead has been given for the 3rd crossing in Lowestoft to be called "Gull Wing"
 - Lowestoft now has full fibre broadband
- From the District Council report
- Bungay Gym's refurbishment has now been completed and due to open in October, will be called Waveney Valley Leisure Centre.
 - Road repairs have been scheduled and Clay Hill should be included
- To receive the Footpath Warden's report No Footpath Warden
- To receive a report from the Tree Warden Cllr Youngs. Nothing to report
- 55.2020 **To receive an update on outstanding actions from last meeting:**
- (i) Automatic opener for Hub. Grant report has been sent. Works complete.
 - (ii) Update on phone box painting and cleaning. Defer til March meeting.
 - (iii) Grit Bin Still waiting for this to be filled.
 - (iv) Maintenance of the sign. Defer til March meeting.
 - (v) SID Post & DATA Still waiting for the post to be moved. DATA to be looked at in November meeting.
 - (vi) Community Self-Help Scheme. Decided not to enrol in this.
 - (vii) Village Gateways Ongoing, no further news.
- 56.2020 **To consider new & outstanding planning applications, including consultation responses**
- None Received
- 57.2020 **To consider the correspondence received.**
- (i) Hook2Sisters Noted
- 58.2020 **To receive updated accounts** Noted
- 59.2020 **Finance**
- | | | | |
|---------------|-----------|----------|-------|
| Barclays Bank | 24/1/2020 | £4591.19 | Noted |
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- 60.2020 **To approve the Account Payments**
- | | | |
|--------------------|---------------|---------|
| (i) J Collett | Microsoft 365 | £59.99 |
| (ii) ICO | GDPR | £40.00 |
| (iii) J Collett | Salary | £399.72 |
| (iv) HMRC | Tax | £4.20 |
| (v)SALC | Training | £15.00 |
| (vi)Heelis & Lodge | Audit fee | £80.00 |
| (vii) J Collett | Salary | £399.52 |
| (viii) HMRC | Tax | £4.40 |

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- (ix) J Collett Laptop repair £70.00
Council agreed all payments
- 61.2020 To approve the Account Receipts**
(i) HMRC VAT Reclaimed £685.02 Noted
- 62.2020 To receive the internal auditors report** No recommendations, clean report.
- 63.2020 To note the receipt of the notification of exempt status by JFK Littlejohn.** Noted
- 64.2020 To review the insurance policy and agree renewal.** Policy is sufficient for Council. Premium as last year as tied into a 3 year undertaking.
- 65.2020 To receive and discuss items from Parish Councillors**
Cllr Youngs has agreed to deal with any fallen trees over the winter due to weather conditions. Also, the drain near the bridge on Low Road has been cleared. Cllr Youngs also reported that he had received a complaint about speeding traffic through the village. Will check the SID DATA.
Cllr Ward reported that the website was not secure, for a small fee the security can be sorted. Cllr Ward to report at next meeting.
Cllr Pike reported that The Hub were advertising for new Trustees, and two new paid roles were also being advertised for administration and caretaking.
- 66.2020 To receive items for the next Agenda**
- Draft Budget
 - Website Security
 - SID DATA
 - 2021 meeting dates
- 67.2020 Date of next meeting 9th November 2020 7.30pm. Via Zoom**
- 68.2020 Motion In accordance with Public Bodies (admission to meetings) ACT 1960, to exclude the public and press for the discussion of matters regarding personnel. To review the Clerks contract. Council agreed to increase the hours to 4 per week and to increase the salary scale to SCP 18. Clerk to advise SALC.**

Signed as correct

Chair _____ Date _____