

Minutes of the meeting of Ubbeston Parish Council held on Monday 11th January 2021 at 7.00pm via Zoom.

Attendees: Cllr Chrissie Wootton (Chair), Cllr Lynne Ward, Cllr Allan Pike, Cllr Carl Walker, Cllr Nigel Youngs and Clerk Julie Collett.

No members of the public attended.

All items requiring signature will be completed as soon as possible after the meeting.

- 1.21 Apologies and approval of absences. No apologies, all councillors in attendance.
- 2.21 To receive Declarations of interest. None
- 3.21 To consider requests for Dispensations. None
- 4.21 The Council resolved that the minutes of the meeting of the council held on the 9th November 2020 are a true and accurate record.
- 5.21 To receive Progress Reports for information.
- a. Grit bin. This has still not been filled. Clerk has chased again requesting an update.
 - b. Maintenance of the sign deferred til Spring.
 - c. SID Post. The clerk is corresponding with Keith Sampson from Highways re the repositioning of the post.
 - d. Village Gateways. No quotation received, but council are led to believe it is in the region of £9000. Council agreed not to continue with this project due to the cost. Council will look at alternative ways of Traffic Calming.
- 6.21 Public participation session. County and District Council reports can be viewed on the website ubbeston.onesuffolk.net Apologies received from Cllr Burroughes.
No Footpath or tree reports.
- 7.21 To consider planning application.
No applications received.
- 8.21 Finance
- a To receive Finance report.
 - i. Bank Reconcilliation. Noted
 - ii. Budget to Actual. Noted
 - b To authorise payments as listed below:

i	J Collett	Expenses	£85.80
ii	J Collett	Salary	£842.16
iii	HMRC	Tax	£115.00
iv	J Collett	Laptop Repair	£114.95
v	Wilby Parish Council	Zoom Subscription	£29.98
vi	Suffolk Cloud	Website check	£70.00

All payments agreed
- 9.21 To consider adopting the budget. Following an amendment, the council unanimously agreed the budget for 2021-2022.
- 10.21 To agree the precept for 2021-2022. The council unanimously agreed a precept of £5188 less than 4% increase for the coming year.

- 11.21 To agree the annual increase in salary for the clerk from April 2020 as per NALC guidelines. Council agreed the increase and the Clerk will advise SALC.
- 12.21 To ratify the decision to carry out a website audit. The council ratified the decision to carry out the accessibility check. Cllr Ward & the clerk have completed most of the amendments and now can upload the Website Accessibility statement.
- 13.21 To review and adopt the Risk Assessment. The council reviewed this document and approved it for council requirements.
- 14.21 To carry out the Internal Financial Check This check has been completed and everything found to be in order.
- 15.21 To consider signing up for the Quiet Lanes scheme. The clerk has had the expression of Interest noted and validated. The council require further information so the clerk will forward the website link to the council.
- 16.21 To analyse the Speeding indicator Device data. The clerk is unable to download via Bluetooth. Cllr Youngs and the clerk will liaise. Cllr Youngs also reported that the police had recently monitored the B1117 through Ubbeston and a third of traffic were speeding.
- 17.21 To consider the ongoing plans for the BT Kiosk. Following discussions, the council agreed not to move the kiosk. It was agreed to clean and paint it. The clerk will order the paint.
- 18.21 Items for consideration for inclusion on the next agenda.
- Asset Register
 - Traffic Calming Measures
 - Appoint Internal Auditor.
 - SID Data.
- 19.21 Correspondence for Information
Nothing received.
- 20.21 Date of next meeting.
To confirm the date of the next meeting, scheduled for Monday 8th March 2021 at 7pm.

Meeting Closed 8.11pm.

Minutes agreed as correct.

Chairman _____ Date _____

Julie Collett
Clerk to Ubbeston Parish Council
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