

Ubbeston Parish Council.

Minutes of the meeting of Ubbeston Parish Council held on Monday 12th July 2021 at 7pm in The Hub at Huntingfield.

Councillors present: Cllr Carl Walker (Chair), Cllr Allan Pike, Cllr Joel Pike, Cllr Lynne Ward, Cllr Nigel Youngs.

Also Present: 3 residents and Clerk Julie Collett

56.21 **Apologies and approval of absences.** All councillors present.

57.21 **To receive Declarations of interest.** None.

58.21 **To consider requests for Dispensations.** None.

59.21 **To resolve that the minutes of the meeting of the council held on 4th May and the Annual Meeting of the Parish Council also held on 4th May via Zoom are a true and correct record.**
The minutes were agreed and signed as correct.

60.21 **To co-opt a new member to the council and to sign the Declaration of Office.** Councillors unanimously agreed to Co-opt Joel Pike onto the council. Joel Pike accepted and duly signed the Declaration of Office.

61.21 **To receive Progress Reports for information.**

(i) **Timetable for moving the SID** Cllr Youngs confirmed the SID would be moved every 4 weeks. Data would be downloaded when the SID is next moved.

62.21 **Public participation session (15 Minutes) to include County and District Councillors', Footpath and Tree Wardens' reports.** Apologies received from Councillor Stephen Burroughes, no reports received as yet. Nothing from Tree Warden. Cllr Joel Pike agreed to stand as Footpath Warden. A resident advised the council on the updated situation with rubbish on the boundary of their property. Council agreed they would discuss this later on in the agenda.

63.21 **To agree to add Cllr Carl Walker as a signature to the bank account.** Councillors unanimously agreed to add Cllr Carl Walker as a signature to the bank account.

64.21 **To receive and consider the internal audit.** The council received the internal audit report. The Clerk confirmed everything was in order and no recommendations received. Council thanked the clerk.

65.21 **To review the internal control.** The council agreed the new format for the internal control. Cllr Lynne Ward agreed to carry out the internal control check.

Signed _____ Date _____

66.21 Finance

a. To receive Finance report.

- i. **Bank Reconciliation** Working balance stands at £9151.70
- ii. **Budget to Actual** All in order.
- iii. **To agree receipts:**

A	HMRC	VAT	£710.76
B	ESDC	Precept & Grant	£5201.00

Receipts noted.

b. To authorise payments as listed below:

i	J Collett	Salary	£616.56
ii	J Collett	Expenses	£88.50
iii	HMRC	Tax	£58.40
iv	ICO	GDPR	£40.00
v	Heelis & Lodge	Audit Fee	£90.00

All payments agreed and authorised. Cheques were duly signed.

67.21 To consider putting forward Low Road as a designated Quiet Lane following comments received from residents. The objections from 3 residents were discussed. The Chair opened the meeting for comments from the floor on this subject. The 3 residents attended were all in favour of the scheme. The Chair reconvened the meeting. Following further discussions councillors voted on a proposal to join the scheme. 4 in favour 1 abstained.

68.21 To consider the letter received re signage along a footpath. An email had been received from a parishioner expressing concerns about the signage along the footpath by Ubbeston Wood. The parishioner was very distressed and felt the signage was aggressive and excessive. Councillors noted that since receipt of this email, improved signs have been seen along this path. The clerk will contact the owners of the land that border the footpath and see if they're intentions are to replace the hand written signs with the more formal printed signs.

69.21 To consider the query from a resident re rubbish. A resident had advised the council that their neighbours are collecting rubbish and storing on the border of their property. They have tried approaching the neighbours without success and have requested help from the council. Recently sheets of asbestos have also been dumped on the area. Clerk will look into this as it is a hazardous item. Cllr Allan Pike will contact the property owners again to see if an amicable solution can be found.

70.21 To consider the email received re new plaques onto the fingerposts of footpaths. Councillors agreed not to get involved in this new scheme. Clerk will advise.

71.21 Items for consideration for inclusion on the next agenda.
Residents 100th Birthday in 2022.
Damaged directional signposts.

73.21 To consider excluding the public and press.
To consider excluding the public and press for the next item as their presence would be prejudicial to the public interest due to the confidential nature of the matter to be discussed (Public Bodies [Admission to Meetings Act] 1960). Council agreed to exclude the public for the next item.

Signed _____ Date _____

74.21 To review the clerk's contract and salary. Councillors unanimously agreed they continued to be happy with the service offered by the clerk and also agreed to raise the salary to the next level of SCP19. Clerk will advise SALC.

75.21 Date of next meeting.
To confirm the date of the next meeting, 13th September in the Hub at 7pm.

Minutes signed as a true record.

Chairman _____ **Date** _____

Julie Collett 13th July 2021
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