

**Minutes of the Meeting of Ulley Parish Council**

**held at the Village Hall, Ulley at 7.00 pm on 11th October 2023**

Members: Cllrs: R Robson (Chairman), S Hubbard, C Myers

Apologies: None

In attendance: Sarah Whitaker (Clerk)

 4 members of the public

A public session of 15 minutes was held prior to the formal Council meeting, in accordance with Section 3 of the Council’s Standing Orders.

1. **Play Area –** Banks will be taking photographs of the new Play Area, which they contributed funding towards, on Wednesday 25th October at 11am, if anyone would like to come along.
2. **Speeding Cars –** The issue of speeding cars within the village was highlighted.

**46/23 To receive and approve any apologies for absence.**

There were no apologies for absence.

**47/23 To note any declarations of interest on items to be discussed at this meeting.**

There were no declarations of interest.

**48/23 To consider any matters to be excluded from the public.**

There were no matters to exclude.

**49/23 To approve and sign the minutes of the Parish Council meeting held on 26th July 2023.**

**Resolved: The minutes of the meetings be approved as a true record.**

**50/23 To receive written applications and to co-opt a candidate to fill the existing vacancy for a Parish Councillor**

No applications had been received.

**51/23 To receive a report from the Millennium Trust**

1. **Wall -** Repaired by brewery.
2. **Re-pointing** – Bids for funding have been successful, work will be carried out shortly.
3. **Kitchen Door –** All fine.
4. **Decorated –** The Village Hall has been decorated with the help of a couple of volunteers.
5. **Village Hall Activities –** To be published in the newsletter shortly.

**52/23 To consider any issues arising from the management of the Play Area.**

1. **Monthly & Weekly Inspection report.** Nothing new to report. **Resolved – Loose Roundabout accepted as fine.**
2. **Snagging issues with Hags and Payments.** All snagging issues resolved and full payment made.
3. **Tree Maintenance.**
* **Sycamore Trees -** Application to trim 5 sycamores refused, consent granted to prune to clear play equipment by 2 metres. **Resolved – No further action to be taken, Clerk to inform the parishioner who raised the initial enquiry of the outcome.**
* **Willow Tree -** Consent given to remove dead Willow Tree. **Resolved – Willow tree has been removed.**
* **Tree highlighted in Inspection Report –** Tree encroachment raised in the inspection report. **Resolved – Cllr Hubbard to circulate guidance on branch thickness for planning permission to trim trees in a conservation area.**
* **Shredding - Resolved – Chippings will be placed under the hedge and reviewed accordingly.**
* **Concerns –** Any concerns raised by the public should be directed to the Clerk. **Resolved – A reminder of the Clerks contact details to be placed in the newsletter.**
1. **Grounds Maintenance –** RMBC can provide a quote for maintenance in the play area. They have also provided a work schedule for maintenance carried out in the village. **Resolved – Clerk to liaise with RMBC to arrange a site visit to discuss the quote and understand the work schedule. An external contractor is not being considered at this time.**

**53/23 To discuss PC action points in the Parish Plan**

All action points are being addressed and ongoing.

**54/23 To clarify the situation with the Wall on Main Street.**

**Resolved – Not proposing to take any action.**

**55/23 To update on RMBC site agreement of the new shed for storage of equipment.**

To locate the shed next to the sub-station would require a new lease and would be timely and costly. RMBC have agreed consent to erect the shed in the play area.

**Resolved – Agreed that in order to maintain the play area the shed needs to be in the area. The preferred option is to locate the shed next to the flower bed. A sketch will be produced of the proposed location and will be published in the newsletter. Any objections can be raised to the Clerk and there will be a public session at the next meeting to discuss.**

**56/23 To discuss ride on mower.**

The ride on mower is not insured to be ridden along the road.

**Resolved – The risk assessment will be amended to reflect this.**

**57/23 To receive an update on the Memorial Bench**

**Resolved – Type of bench agreed and HEUVG Bid to be submitted for £645.04. Once funding is secured an exact location in the play area along with the plaque will be agreed.**

**58/23 To receive an update on Speeding and Highway matters.**

1. Following the tube survey which showed a number of cars were travelling over 35mph. At the recent CAP meeting RMBC have acknowledged there is a problem and will be looking at possible solutions with the budget they have available.

**Resolved – UPC to keep pushing for action**

**59/23 To receive an update on Footpaths and Rights of Way.**

This item is ongoing/on hold. **Resolved – To remove from the Agenda until updates are available.**

**60/23 To receive an update on Greenspaces/Wilding Developments.**

This issue is linked to grounds maintenance, Minute Reference - 52/23 D), and will be reviewed on the site meeting with RMBC.

**61/23 To note any Planning Applications received since the last meeting.**

* 1. RB2023/0906 - The Poplars Green Lane – Erection of Detached Garage – Refused
	2. RB2023/1233 - Application to undertake works to a tree(s) within Ulley Conservation Area - Fleur De Lys, Turnshaw Road, Ulley – No objections/comments
	3. RB2023/1333 – 22 Turnshaw Road – First Floor Rear Extension – no objection/comments

**62/23 To receive a financial update including;**

1. **To receive a report to 31st August, including Bank Reconciliation, Payments for Authorisation & Budget vs Actuals.**

**Resolved: The following items were authorised for payment:**

|  |  |  |  |
| --- | --- | --- | --- |
| 04/07/23 | HMRC | Clerks Tax June 23 |  £ 56.20  |
| 10/07/23 | Southern Electric | Village Hall Electricity |  £ 292.20  |
| 25/07/23 | Hags | VAT Play Area |  £ 3,040.22  |
| 31/07/23 | Whitaker, S | Clerks Salary July 23 |  £ 224.11  |
| 03/08/23 | HMRC | Clerks Tax July 23 |  £ 56.00  |
| 10/08/23 | Robson R | Amazon Ink Cartridge |  £ 23.57  |
| 10/08/23 | Robson R | Sitwell Filling Station - Fuel |  £ 34.72  |
| 24/08/23 | Hags | VAT Play Area |  £ 3,040.22  |
| 25/08/23 | ICO | Data Protection Fee |  £ 35.00  |
| 31/08/23 | Scottish Water | Water Village Hall |  £ 42.89  |

**Balance – Current £5,177.47 Reserve - £3,649.89**

1. **Sign Letter of Engagement for Internal Audit**

**Resolved: Agreed and signed by Cllr Robson**

1. **Update regarding changes to the bank mandate**

Cllrs Hubbard and Myers have been added as signatories to the bank mandate and Cllrs Hancock and Smith removed. Online banking tokens provided to Cllrs Hubbard and Myers. Letter signed to request dual authority for payments.

1. **Microsoft 365 Subscription Fee – Resolved – Agreed to reimburse Clerk for the card payment of £79.99, Clerk to check level of subscription and share with Cllrs if possible.**

**63/23 To consider a review of policies, including:**

1. Risk Assessments
* Generic Equipment
* Hedge Trimmer
* Lawn Mower
* Strimmer & Brush Cutter
* Ride on Mower
* Leaf Blower
* Weed Burner
1. Equal Opportunity Policy –

**Resolved - All Risk Assessments to make clear that equipment should not be used near general public. The ride on mower risk assessment should reference that it should not be driven along the road, Cllr Robson to review and recirculate. Equal Opportunity policy agreed.**

**64/23 To consider any general correspondence received, including:**

1. **White Rose Update** – No update.
2. **Request to add a poster to the Noticeboard – Resolved** - Agreed
3. **CAP Meeting –** See Minute 58/23
4. **Website editor –** No update, RMBC still carrying out updates on our behalf. **Resolved – Remove as an Agenda item until further action.**

**65/23 To consider any agenda items and arrangements for the next Meeting of the parish council to be held on 29th November 2023.**

**Resolved: The following agenda items will be added to the next meeting;**

* Network meeting update by Cllr Myers

The meeting closed at 8.25pm.

Signed …………………………(Chairman). Date: 29th November 2023