

FLAX BOURTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD
AT THE VILLAGE HALL, FLAX BOURTON
TUESDAY 10TH JANUARY 2017

Meeting Commenced: 7.30pm

Meeting Concluded: 9.07pm

PRESENT: Councillors: Mrs Moss (Chairman), Windo; Mrs Ellis; and Phillips.

IN ATTENDANCE: Two members of the public present

- 1) **Apologies for absence:** Councillor Higgins and Councillor Lillington.
- 2) **To receive Councillors' declarations of interests and to consider any written applications for dispensations:** None.
- 3) **To approve and sign the minutes of the Parish Council meeting held on Tuesday 13th December 2016**
It was RESOLVED to approve the minutes of 13th December 2016. Proposed by Councillor Windo, seconded by Councillor Mrs Ellis; vote taken and all in favour
- 4) **To co-opt a new Councillor to fill the existing vacancy.**
Ms Carol Buckley was co-opted to the existing vacancy. She will complete the Register of Interests and Declaration of Acceptance of Office and her contact details will be added to the website and noticeboards.
- 5) **Financial Reports**
To approve the monthly expenditure, budgetary control report and bank reconciliation reports
All three reports were taken en bloc. Councillors reviewed the monthly expenditure for January 2017, noting that three un-presented cheques have been put back into the budget. It was RESOLVED to approve expenditure of £1537.76 for January, and to approve the budgetary control report and the December bank reconciliation report. Proposed by Councillor Mrs Moss, seconded by Councillor Windo; vote taken and all in favour.
- 6) **To approve the new Financial Regulations**
The proposed new Financial Regulations were discussed. These are based on the National Association of Local Councils (NALC) Model Financial Regulations 2016.

7:58pm meeting adjourned to hear from a member of the public. 7:50pm meeting reconvened.

It was agreed that the Regulations would not provide delegated financial authority to Committees; if needed in future, a separate Council resolution would be made to establish a Committee and set its approval limits. It was RESOLVED to approve the new Financial Regulations, as discussed, subject to clarification of regulation 6.20

relating to the use of personal debit/credit cards. Proposed by Councillor Mrs Moss, seconded by Councillor Phillips; vote taken and all in favour.

7) To authorise the use of online banking

The NatWest online and telephone business application form was discussed. It was AGREED by all that, before online banking is approved, the Parish Council needs to take further advice on controlling online payments, as NatWest cannot provide 'view only' online access.

8) To approve the 2017-18 budget and precept

The revised draft budget was discussed. Annual General Expenditure has now been separated from Extraordinary Expenditure and the effect on Band D equivalent households of keeping the precept at £22,000 has been calculated. It was noted that the General Reserves are healthy and the preparation of a three-year forecast (as set out in the new Financial Regulations) will allow future investments to be planned. It was RESOLVED to approve the 2017-18 budget and precept. Proposed by Councillor Mrs Moss, seconded by Councillor Windo; vote taken and all in favour.

9) Planning, Licensing and Development

To discuss the response to the consultation on Planning Application Requirements (PAR) parts 2 and 3.

It was agreed to postpone discussion to the next Council meeting on Tuesday 14th February in order to receive the input of Councillor Higgins.

10) To discuss access to broadband within the village.

It was noted that North Somerset Council have postponed the January meeting to discuss Phase 2 of the broadband programme. Councillor Lillington has been in contact with the District Councillor and it was agreed a full update would be provided at the February meeting when Councillor Lillington will present his findings.

11) To resolve to reappoint Valerie Eustace as Trustee of Flax Bourton Relief in Need Charity.

It was RESOLVED to approve the reappointment of Valerie Eustace as a nominative trustee. Proposed by Councillor Mrs Moss, seconded by Councillor Phillips; vote taken and all in favour

12) To discuss methods of communication including costs for redesigning the website

Indicative costs for redesigning the Parish Council website had been provided by two companies. It was agreed that a Working Party would be set up to look at the Council's requirements and draw up a detailed specification.

8:40pm meeting adjourned to hear from a member of the public. 8:41pm meeting reconvened.

It was agreed that the Clerk, Councillor Mrs Ellis and Mrs Buckley would form the Working Party and would see if any residents could provide technical advice.

13) To report back on any training courses attended.
None.

14 Open Forum

It was noted that the 'Best Kept Village' sign at PO Lane needs checking as it may have come loose.

15)The next meeting of Flax Bourton Parish Council was confirmed as Tuesday 14th February 2017 at 7.30pm at Flax Bourton Village Hall

Resolved under the Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press for the following agenda item by reason of the confidential nature of the business.

16)To review staff pay scales and salaries

The Council expressed its appreciation of the Village Orderly's hard work over the past year. It was RESOLVED that the post of Village Orderly would be put onto the National Joint Council (NJC) pay scale, in the range SCP12 to 15. The level of the Village Orderly's salary was set and agreed with effect from 1 January 2017. Proposed by Councillor Mrs Moss, seconded by Councillor Windo; vote taken and all in favour

There being no further business, the Chair closed the meeting.

Signed

Dated