

FLAX BOURTON PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD
AT THE VILLAGE HALL, FLAX BOURTON
MONDAY 8th MAY 2017

Meeting Commenced: 7.35pm

Meeting Concluded: 9.38pm

PRESENT: Councillors: Windo (Chair), Mrs Buckley, Lillington and Higgins.

IN ATTENDANCE: One member of the public present

1. To elect the Chair and Vice Chair of the Parish Council and sign the Declarations of Acceptance of Office.

It was resolved that Councillor Mrs Moss be elected as Chair for the forthcoming Council year. Proposed by Councillor Windo, seconded by Councillor Higgins; vote taken and all in favour. Councillor Mrs Moss will sign the Declaration of Acceptance of Office at the next Council meeting.

It was resolved that Councillor Windo be elected as Vice-Chair for the forthcoming Council year. Proposed by Councillor Lillington, seconded by Councillor Higgins; vote taken and all in favour.

The Vice Chair and Councillors then signed the Declaration of Acceptance of Office, witnessed by the Clerk.

2. Apologies for absence: Councillors Phillips, Mrs Moss and Mrs Ellis

3. To receive Councillors' declarations of interests and to consider any written applications for dispensations: None.

4. To approve and sign the minutes of the Parish Council meeting held on Tuesday 11th April 2017

It was resolved to approve the minutes of 11th April 2017. Proposed by Councillor Higgins, seconded by Councillor Lillington; vote taken and all in favour

5. Financial Reports

5.1 To agree renewal of the insurance policy

It was noted that the insurance policy is due for renewal with Zurich Municipal at a cost of £1137.76. This is the third and final year of the Long Term Agreement with Zurich and it was agreed that the Council should therefore consider retendering for insurance at the February 2018 meeting.

5.2 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 May 2017, as follows:

Details	Gross	VAT	NET
Reimbursement - Clerk - Printer Cartridge	16.00	0.00	16.00
Reimbursement - Clerk -12 x 2nd class stamps	6.72	0.00	6.72
Flax Bourton Youth Group May	568.75	0.00	568.75
Clerk's Salary Apr 2017	404.70	0.00	404.70
Village Orderly Apr 2017	121.36	0.00	121.36
Bin It Dog Bins 4/4-3/5	105.82	17.64	88.18
Zurich Insurance	1,137.76	0.00	1,137.76
Nailsea Community Transport	200.00	0.00	200.00

It was noted that there had been the following reimbursements: £16.00 to the Clerk for a printer cartridge and £6.72 for stamps. It was noted that there has been no payment to North Somerset Council as the play area inspections were not carried out in April and that a grant of £200 had been paid to Nailsea & District Community Transport (as previously agreed). It was resolved to approve expenditure of £2561.11 for May, and to approve the budgetary control report and the April bank reconciliation report. Proposed by Councillor Windo, seconded by Councillor Mrs Buckley; vote taken and all in favour.

5.3) To approve the use of a pre-payment card

7:55pm meeting adjourned to hear from members of the public. 7.58pm meeting reconvened.

It was resolved that the Clerk would sign up to a suitable pre-payment card and £100 would be loaded on to be used for small transactions, such as postage stamps. Proposed by Councillor Windo, seconded by Councillor Higgins; vote taken and all in favour.

5.4 To decide whether to join the Internal Audit Consortium for 2017-18.

The internal audit arrangements for the preparation of the 2016-17 Annual Return had worked well and it was resolved to join the Internal Audit Consortium for 2017-18. Proposed by Councillor Higgins, seconded by Councillor Lillington; vote taken and all in favour.

6) To review the Asset Register

The updated and restated asset register was discussed and it was resolved to accept the revisions subject to confirming whether the Council had purchased the wooden equipment in the play area. Proposed by Councillor Higgins, seconded by Councillor Lillington; vote taken and all in favour.

7) To adopt the updated Risk Management Schedule

It was resolved to adopt the updated Risk Management Schedule as a working document, subject to ongoing review and inclusion of risk assessments for employees. Proposed by Councillor Windo, seconded by Councillor Higgins; vote taken and all in favour.

8) To approve the updated Standing Orders.

It was agreed to use the model Standing Orders for smaller Councils prepared by the Avon Local Councils' Association (ALCA) and that Councillors' would formally approve at the next meeting.

9) Annual Return:

9.1) To consider and approve the Annual Governance Statement

It was resolved to approve the Annual Governance Statement. Proposed by Councillor Higgins, seconded by Councillor Lillington; vote taken and all in favour.

9.2) To consider and approve the Accounting Statements

It was resolved to approve the Accounting Statements, subject to correction of the 2016 'All other payments' figure to 21601. Proposed by Councillor Higgins, seconded by Councillor Windo; vote taken and all in favour.

9.3) To consider the internal audit work during the year

The findings of the internal auditor were discussed and the full report will be sent to Councillors when available.

10) Planning, Licensing and Development

10.1) To discuss any issues raised on the following applications:

17/P/0889/F Old Lights, Station Road and 17/P/0959/F Warren Cottage, Station Road

It was resolved that there are no objections. Proposed by Councillor Windo, seconded by Councillor Lillington; vote taken and all in favour.

10.2) To receive any further updates or information on The Core Strategy and Planning and Development within North Somerset including the Core Strategy – Sites and Policies submission.

Councillor Higgins will be attending the forthcoming Planning Seminar being held by North Somerset Council.

11) To discuss progress with the Parish Council's lease of Designated Community Land (DCL) adjoining the school from North Somerset Council.

Revised Heads of Terms have been issued by North Somerset Council and are almost ready to be agreed. There are a number of issues pending clarification including when the Parish Council will have access to the land and the exact boundary lines of the DCL. The Parish Council are also still awaiting confirmation whether double yellow lines will be installed on the corner of Parsons Mead. It was resolved that the Parish Council make enquiries of the Trustees of the Wraxall Estate to rent at a nominal figure the remaining part of the DCL not included in the proposed sale to North Somerset Council. Proposed by Councillor Windo, seconded by Councillor Mrs Buckley; vote taken and all in favour

12) To receive an update on the progress of actions from previous meetings.

The Clerk provided an update on actions and the next steps were discussed. The narrowness of some pavement sections alongside the A370 is still a concern and a site meeting will be arranged with the North Somerset Council Area Officer to discuss.

9.11pm meeting adjourned for a short break. 9.15pm meeting reconvened.

13)To discuss the current provision for ‘dog waste’ bins.

Possible new sites for the bin on Post Office Lane will be proposed and residents will be advised of this via the Parish Council website.

14)To provide an update on access to high-speed broadband within the village.

There has been no further update from North Somerset Council

15)To discuss methods of communication including an update from the Website Working Group.

Quotes for the redesign of the website have been provided by Siserone and Yell. A third quote will be obtained based on the specifications and then the preferred contractor will be selected.

16) To report back on any training courses attended.

There was nothing to report.

17) Open Forum

No issues were raised.

18) The next meeting of Flax Bourton Parish Council was confired as Monday 12th June 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.

17) To discuss recruitment of a new Clerk.

It was resolved that the current Clerk would continue in post until a replacement had been selected. Proposed by Councillor Windo, seconded by Councillor Mrs Buckley; vote taken and all in favour

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

Signed

Dated