

FLAX BOURTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD
AT THE VILLAGE HALL, FLAX BOURTON
MONDAY 12th March 2018

Meeting Commenced: 7.30pm

Meeting Concluded: 9.05pm

PRESENT: Councillors: Mrs Moss, Mrs Ellis (Vice Chair), Lillington, Burton, Mrs Buckley, Higgins and Walker. Clerk: Sarah Jezard.

IN ATTENDANCE: 3 members of the Youth Group present.

No public comments noted.

1. To note any apologies for absence.

No apologies noted.

2. To receive Councillors' declarations of interest in items on the agenda and to consider any written applications for dispensations.

Councillor Lillington declared receipt of a letter about the North Somerset Agricultural Show on 7th May, offering local residents tickets to compensate for the inconvenience caused by showground traffic. He stated he would not be applying for tickets.

3. To approve and sign the minutes of the monthly meeting of the Parish Council held on Monday 8th January 2018.

It was resolved to approve and sign the minutes of Monday 12th February 2018.

Proposed by Councillor Lillington; seconded by Councillor Mrs Ellis; Vote taken and all in favour.

4. Planning Licensing and development

- **Local Development Plan (Core Strategy) and Joint Spatial Study update.**

Joint Spatial Study – following submission of the council's consultation response in January, no summary of responses has been published by the West of England Authority yet. In particular, we await a "Route Options" proposal for an upgraded connection of Backwell/Nailsea to the Long Ashton by-pass.

Emerging Local Plan 2036 – again no summary of consultation responses published yet.

Local Plan 2006 – 2026 – the Planning Inspector published her findings last month following the public hearings in May last year. The list of additional sites (821) has been accepted by the Inspector and has set a final objective of 23,000 units to be completed by 2026. So NSC has to identify a further 1000 s units for development. Also "Strategic Open Spaces" have been removed from the Local Plan – including the land adjacent to Flax Bourton Primary School. But this land remains in the Green Belt.

- **Agree the engagement and cost of an Adviser for the next stage of the JSP consultation**

Resolution to agree a maximum spend of £3k on an Adviser should a route options assessment or amenities/services consultation be announced that will affect the village.

Proposed by Councillor Mrs Moss and seconded by Councillor Walker; Vote taken and all in favour.

5. Financial reports

a. To approve the monthly expenditure, budgetary control and bank reconciliation reports.

All three reports were taken en bloc and it was resolved to approve the cashbook and budgetary control reports for March 2018 and the bank reconciliation reports for February. Expenditure of £7,406.66 for March 2018 was approved, detailed as follows;

| | | | |
|---|----------------|---------------|----------------|
| Flax Bourton Youth Group | 568.75 | 0.00 | 568.75 |
| Councillor reimbursement | 17.96 | 0.00 | 17.96 |
| Bin-it Dog Bins (Feb) | 105.82 | 17.64 | 88.18 |
| ALCA Annual Membership | 125.61 | 0.00 | 125.61 |
| GB Sport and Leisure - Monthly Play Area Inspection | 96.00 | 16.00 | 80.00 |
| Clerk reimbursement -post | 7.80 | 0.00 | 7.80 |
| Staff salaries | 845.96 | 0.00 | 845.96 |
| Councillor reimbursement | 17.60 | 0.00 | 17.60 |
| Village Orderley Postage | 3.90 | 0.00 | 3.90 |
| Thrings fees to 28 Feb 18 | 3,088.24 | 509.87 | 2578.37 |
| Glendale | 1,755.60 | 292.60 | 1463.00 |
| Siserone - Website Hosting + domain renewal cost | 278.40 | 46.40 | 232.00 |
| Siserone - new website 50% deposit | 474.66 | 79.11 | 395.55 |
| Councillor reimbursement | 20.36 | 3.39 | 16.97 |
| TOTAL | 7406.66 | 965.01 | 6441.65 |

Proposed by Councillor Mrs Ellis and seconded by Councillor Higgins; Vote taken and all in favour.

It was noted the VAT reclaim needs to be completed for both 2016/2017 and 2017/2018.

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

- Councillor Mrs Moss will progress the potential land survey on the DCL and follow up on the lease with Steve Schofield of Thrings Solicitors.
- Councillors Walker, Lillington and Mrs Buckley have formed a working group and will meet this week to discuss the plans for the DCL. They will present the proposed approach and timing at the next meeting.
- Councillor Mrs Moss will aim to meet with Rob Thompson (NSC) to discuss the speed limit on Station Road in light of the speed survey results.

7. General Data Protection Regulation (GDPR)

i. To note the key points and agree next steps.

NALC has produced a GDPR Toolkit for Town and Parish Councils. The key actions that need to take place are;

- Review action plan for Flax Bourton
- Conduct a data audit
- Produce a GDPR checklist
- Appoint a Data Protection Officer

ALCA is organising a GDPR workshop in April – details to be confirmed. GDPR will be an ongoing agenda item at Parish Council meetings in the run up to May 26th 2018 when the new regulations come into force.

8. Media policy and communications/social media strategy.

The Clerk took everyone through a new Social Media, Communications and Press policy for Councillors and Employees of Flax Bourton Parish Council. Feedback was provided and it was agreed the Code of Practice would also apply to general communication, both verbal and written. Clerk to update the policy accordingly and circulate to Councillors and Employees. Once finalised, this will form part of the Code of Conduct and new Councillor pack.

9. Youth Group Grant Application

The Youth Group in Flax Bourton has been running for over 30 years now. Foreal, who help to run the Youth Group, stepped in c. 4 years ago to give the required support to the children who attend. This is the greatest cost for the Youth Club.

The Youth Group Committee talked through the fact the new location of the Youth Group in the Village Hall has helped the Youth Group in terms of popularity and means they have more space to run around. More children are now attending from Farleigh Green. Councillors suggested it may be worth asking for contributions to the Youth Group if we find more people are coming from other locations e.g. Barrow Gurney / Long Ashton / Nailsea. However, at present, the children who attend from other areas are not regular but it is something to keep an eye on.

The Committee confirmed that subs earned this year are the same as the previous year and may go up with increased attendance. Councillors asked if the cost of £1 could be increased, however, there was concern that this could put people off attending.

Fundraising – The Hog Roast is planned for this year and the Committee is currently looking at venues for this. The Committee stated it is under pressure due to other events happening in the village but they will continue their fundraising efforts. It was suggested the new Parish Council website could include a village diary of events. Clerk to pick up with Sharon at Siserone.

Based on the Youth Group Grant application, Councillor Mrs Moss suggested granting £6,825 (568.75 per month) to the Youth Group for the financial year 2018/2019.

Proposed by Paul Lillington; seconded by Councillor Mrs Ellis. Vote taken and all in favour.

In future, it was agreed the process for grant applications would be as possible;

- Application to be received by end of October.
- Application discussed at the Parish Council meeting in November.
- Draft budget discussed at Parish Council meeting in December.
- Final budget agreed at Parish Council meeting in January.

10. Agree noticeboard provider and quote

Three noticeboard quotes were provided and it was agreed that Earth Anchors Ltd were the most competitively priced. The Clerk was tasked with clarifying the exact dimensions of the double case noticeboard, how many pages of A4 it can hold, clarifying what the 'concrete in post' kit is (and if it is essential) and querying the cost of having one side lockable as well as amending the noticeboard to have a pinboard instead of a magnetic board.

11. Agree insurance provider and quote

Three quotes were provided by Came & Company, an insurance broker that specialises in Local Council insurance. The most competitively priced quote was provided by Inspire by AXA insurance which was similarly priced to the existing policy from Zurich. However, the quote did not take account of a claim from 2016 in relation to the car park barrier. The Clerk will ask for a re-quote that will take account of the previous claim. In addition, the renewal notice for the Zurich policy is due to be provided on April 1st 2018.

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

All previous actions were covered throughout the meeting.

13. Crime report

It was agreed to put a link on the new website to the regular Crime Report for North Somerset. On a regular basis, Councillor Mrs Ellis will review the report and highlight any major issues to the Parish Council meeting each month

13. Open forum.

An opportunity to propose any items for the next agenda including any relevant issues raised by the public.

14. The next meeting of Flax Bourton Parish Council is on Monday 9th April 2018 at 7.30pm at Flax Bourton Village Hall.

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

Signed Dated