

**Flax Bourton Parish Council**  
**Minutes of Annual Meeting of the Council Meeting held at the Village Hall, Flax Bourton**  
**Monday 13<sup>th</sup> May 2019**

Meeting commenced: 7.30pm

Meeting concluded: 9pm

**PRESENT:** Councillors: Mrs Moss, Walker and Coombs. Clerk: Sarah Jezard.

**APOLOGIES:** None.

**IN ATTENDANCE:** There were 5 members of the public present.

No public comments were noted.

Members are reminded they have a duty to state any interests prior to the appropriate agenda item.

**1. Newly elected Councillors to sign Declarations of Acceptance of Office.**

Completed prior to the Annual Parish Meeting.

**2. To co-opt a new Councillor on to the Council.**

One application was received for co-option onto the Council in May 2019. Councillor Mrs Moss proposed to co-opt Mrs Ellis back onto the council. Councillor Walker seconded the motion. Vote taken and all in favour.

**3. To elect the Chair and Vice Chair of the Parish Council and ask all Councillors to sign the following documents;**

Councillor Mrs Moss put herself forward as Chair for one year. Proposed by Councillor Walker and seconded by Councillor Coombs. Vote taken and all in favour.

Councillor Coombs put himself forward as Vice Chair for one year. Proposed by Councillor Walker and seconded by Councillor Mrs Moss. Vote taken and all in favour.

Register of Interests forms will be completed and returned to the Clerk within 28 days, along with the GDPR Security Compliance form and Privacy Policy.

**4. To note any apologies for absence.**

None noted.

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

None noted.

**6. To approve and sign the minutes of the Parish Council Meeting held on Monday 8th April 2019.**

Councillor Coombs commented there were three members of the public at the meeting in April, not two as recorded. Subject to this amendment, minutes were approved. Proposed by Councillor Mrs Moss and seconded by Councillor Walker. Vote taken and all in favour.

## **7. Financial Reports:**

### **7.1) To agree renewal of the insurance policy.**

Clerk provided the 1, 3 and 5 year rates from Zurich who the Council's existing policy is with. Clerk also provided a quote from Came & Co to insure through Inspire (AXA).

The quote from Zurich continues to be the most competitive and the Council agreed to adopt the 3 year policy at the cost of £1,236.02. (It was noted the Long Term agreement works by discounting the policy and then freezing the rates. The premium itself may change year on year, due to index linking, or if there was a claim, but would remain discounted throughout).

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

### **7.2) 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 May 2019 and the bank reconciliation reports for April 2019. Expenditure of £1,992.45 was approved.

The final expenditure is detailed below;

Flax Bourton Youth Group May	568.75	0.00	568.75
GB Sport and Leisure	120.00	20.00	100.00
Greenways Grounds Maintenance	120.00	0.00	120.00
Bristol Tree Care	288.00	48.00	240.00
Staff salaries	895.70	0.00	895.70
<b>TOTAL</b>	<b>1,992.45</b>	<b>68.00</b>	<b>1,924.45</b>

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

## **8. To review the Asset Register.**

It was resolved to adopt the updated Asset Register. Proposed by Councillor Mrs Moss and seconded by Councillor Mrs Ellis. Vote taken and all in favour.

## **9. To adopt the updated Risk Management Schedule.**

It was resolved to adopt the updated Risk Management Schedule subject to some minor changes. Proposed by Councillor Mrs Moss and seconded by Councillor Walker. Vote taken and all in favour.

## **10. Bank account maintenance.**

It was resolved to remove Councillors Lillington and Higgins as signatories on the Parish Council bank account. It was also resolved to add Councillor Coombs as signatory on the bank account.

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

## **11. To approve the updated Standing Orders.**

Standing Orders and Financial Regulations approved subject to minor amendments;

Standing Orders – add in ‘to enable cheques to be signed outside of a Parish meeting and ensure cheques are signed by 2 Councillors if outside of a meeting’.

Financial Regulations – add in ‘Clerk can move up to £3,000 between bank accounts if required’.

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

## 12. Annual Return:

12.1) To consider and approve the Annual Governance Statement

12.2) To consider and approve the Accounting Statements

12.3) To consider the internal audit work during the year

It was resolved to approve the Annual Governance Statement, Accounting Statements and internal audit.

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

## 13. Planning, Licensing and Development

- North Somerset Local Plan 2036.

No update recorded.

- West of England Joint Spatial Plan

Councillor Mrs Moss reported Flax Bourton Parish Council has registered its attendance at the upcoming hearings and confirmed the matters in which it would like to participate. A discussion was held as to whether the Council wished to provide written representation at the hearings. As there was limited new evidence, it was felt that any written evidence could be provided by the Council rather than outsourcing to a transport consultant.

- Consultation: Bristol Airport - Planning application no: 18/P/5118/OUT.

It was agreed no further comment was required.

- To discuss the following planning applications and Council comments as required;

Flax Bourton	19/P/0960/FUH	5 Rosemount Road Flax Bourton Bristol BS48 1UP
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It was concluded the Parish Council could not comment on this application.

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

The debris on the land following the school expansion continues to be a problem. The Council has been invited to the site this week to inspect the land following the latest clean up.

Network Rail has reviewed its flood reduction plans and the impact of this on the DCL is currently unknown. It is possible the land can still be used but the extent of the flood work needs to be understood.

As a result of the issues above, the lease is currently on hold. Residents will be consulted depending on the outcome of the issues identified above.

**15. To receive an update from the Traffic Calming Working Party.**

The working party has not met since the last meeting. Councillor Coombs has offered to speak to NSC re: the scope of the traffic investigation. Councillor Mrs Moss will complete the Bristol Airport Grant Application form in an attempt to secure funding to pay for the investigation after Councillor Coombs has spoken to NSC.

**16. To discuss replacement play area equipment.**

It was agreed the swings in the play area would need to be replaced this year. Clerk has been tasked with finding out how the previous replacement play area equipment was funded and to see if the Farleigh Green money (s106) could be used for this.

Clerk to source further quotes for a similar, replacement swing. Application to possibly be submitted to Stancombe Quarry Fund to fund this.

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

- Pavements on the A370 – despite promises of this being cleaned up over a month ago by NSC, this work has still not been completed.
- The footpath at the end of Post Office Lane has been reported by residents as still not being fit for purpose. NSC has agreed to conduct another review.
- Gullies/drains on A370 – NSC has confirmed the work to clear these will be undertaken in June 2019.

**18. Open Forum –**

Clerk to invite our new District Councillor, Councillor Hugh Gregor, to the next meeting.

**The next meeting of Flax Bourton Parish Council is on Monday 11th June 2018 at 7.30pm at Flax Bourton Village Hall**