

# Flax Bourton Parish Council

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## Minutes of the Annual Meeting of the Parish Council

Held on **Monday 9<sup>th</sup> May 2022** commencing at **7.30pm** at the Flax Bourton Hub (formerly known as the Village Hall).

Those present were noted as Councillors: Coombs, Crawford and Andersson. Also present Mrs Clare Melton, Parish Clerk, and one member of the public.

- 013<sup>(22)</sup> **Apologies and reasons for absence**  
Apologies were received from Cllr Moss (holiday). Cllr Walker arrived 8.45pm (with apologies).
- 014<sup>(22)</sup> **Election of Chair**  
**It was resolved** to approve to elect Cllr Coombs as Chair and the Statutory Declaration of Acceptance of Office was duly signed. After discussion, **it was decided** to continue with no Vice Chair.
- 015<sup>(22)</sup> **Declarations of interests from members regarding the agenda**  
Declaration of non-pecuniary interest as Trustee of the Flax Bourton Hub Charitable Incorporated Organisation (CIO) by Cllr Coombs.
- 016<sup>(22)</sup> **Public Forum Session**  
Resident informed the Parish Council that they have written to North Somerset Council to object to the proposed link road which has been included in the North Somerset Local Plan. **Noted.**
- 017<sup>(22)</sup> **Minutes of previous meeting**  
**It was resolved** to approve the minutes of the Parish Council Meeting of 11<sup>th</sup> April 2022.
- 018<sup>(22)</sup> **Finance and Personnel**
- a) No payments to approve since last meeting
  - b) **Annual Governance and Accountability Return 2020-2021 - It was resolved to:**
    - i. **Receive and note** the Internal Audit Report
    - ii. **Approve and Sign** the Annual Governance Statement- duly signed by the Chair and the Clerk
    - iii. **Approve and Sign** the Accounting Statements- duly signed by the Chair and the Clerk
  - c) **Maintel contract-** The Clerk reported that a further email was sent escalating our request for a refund. Maintel responded and a refund of **£130.50** was paid via bank transfer into the Treasurer's bank account. **It was noted** that this matter is now closed
  - d) **The Playing Field Section 106 reserve fund-** Cllr Coombs reported that there has been no further response from North Somerset Council
  - e) **Software subscriptions- it was agreed** to defer this item to the next meeting
  - f) **Insurance-** After discussion, **it was agreed** to proceed with the quote from Aviva (3 years). **It was further agreed** that as the quote is inclusive of Contents Insurance, the Parish Council will inform the Hub Committee that they do not need separate Contents cover
  - g) **Beam for play area-** The beam has been received from Playdale. After discussion, **it was agreed** to proceed with the quote from GB Sport. The Clerk will contact GB Sport to arrange a date for the installation
  - h) **Fire Alarm and Intruder Alarm Systems-** Cllr Coombs reported that the Hub's application to the Community Renewal Fund includes upgrade/replacement for both systems. **It was agreed** that the Parish Council would re-consider quotes if the application was unsuccessful. Cllr Andersson updated on options for a Fire Risk assessment and, after discussion, **it was agreed** that it would be prudent to arrange for an independent assessor to carry out this first assessment. **It was further agreed**, that the Parish Council would pay for this initial assessment but going forwards, the Hub would be required to take on responsibility for updating/reviewing the fire assessment. Cllr Andersson will contact companies and liaise with the Hub

- i) **New dog bins**- After discussion, **it was agreed** to replace all three remaining bins through Greenways at a cost of **£1,288.95**
- j) **It was resolved** to approve the monthly accounts statement and new invoices totalling **£637.15** for online payment. The Clerk raised that a timesheet for the Village Orderly had not yet been received for April 2022 but verbal confirmation of hours worked has been received and salary has been worked out as **£134.67**. **It was agreed** that payment could be made on receipt of the timesheet.

019<sup>(22)</sup> **Policies and Procedures**

**It was agreed** that the Clerk would circulate reviewed Policies and Procedures ahead of the next Parish Council Meeting for approval at the meeting.

020<sup>(22)</sup> **Planning**

- a) **22/P/0919/FUH- 2 Parsons Mead, BS48 1UH1**– **it was agreed** to defer this item. The Clerk will check the response deadline and Councillors will send feedback to the Clerk if the deadline is before the next Parish Council Meeting.

021<sup>(22)</sup> **North Somerset Local Plan 2038**

**It was noted** that the Clerk submitted the Parish Council's responses to the Local Plan, via the North Somerset Council website and by email, on 28<sup>th</sup> April 2022. Cllr Coombs thanked Cllrs Moss, Andersson and all involved.

022<sup>(22)</sup> **Flax Bourton Hub**

- a) Cllr Coombs updated that both he and Cllr Moss have stepped down from the Hub Committee. Cllr Coombs remains a Trustee of the Hub. Cllr Coombs requested that other members of the Council consider volunteering to be on the Hub Committee
- b) **New tables**- After discussion, **it was agreed** that the Parish Council would retain ownership of the tables as Contents Cover will now be part of the Council's insurance policy
- c) **Flax Bourton Community Festival**- This subject was covered extensively in the Annual Residents Meeting immediately prior to this so no further discussion necessary.

023<sup>(22)</sup> **Highways**

- a) **Vehicle Activated Signs (VAS)** - Cllr Coombs reported that there is still no response from North Somerset Highways. **It was discussed** if questions relating to traffic safety could be included in the village survey currently being put together by Emma Collier. Cllr Andersson will follow up with Ms Collier
- b) **Possible Permissive path** - Cllrs Andersson, Moss and Coombs are to meet with the Belmont Estate Manager on 17<sup>th</sup> May 2022
- c) **Pavements and Footpaths** – Cllr Crawford noted that there is nothing new to report. Dust levels on the pavements continue to be particularly bad. **It was noted** that discussions with the Quarry Manager should be the next step and Cllr Andersson would liaise with Cllr Crawford to arrange to make contact.

024<sup>(22)</sup> **Clerk's Report**

The Clerk's Report was received and **noted**.

025<sup>(22)</sup> **Date of the next meeting**

As several Councillors are unavailable for the next proposed date of 13<sup>th</sup> June 2022, **it was agreed** to move the next **Parish Council Meeting** to **Monday 6<sup>th</sup> June 2022** at the Flax Bourton Hub (formerly known as the Village Hall) at **7.30pm**.

Meeting ended 21:30

**Chair** ..... **Date**.....