# Flax Bourton Parish Council

## Minutes of the Annual Meeting of the Parish Council

Held on **Monday 9th 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(22) **Apologies and reasons for absence**
Apologies were received from Cllr Moss (holiday). Cllr Walker arrived 8.45pm (with apologies).

014(22) **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(22) **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(22) **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(22) **Minutes of previous meeting**
**It was resolved** to approve the minutes of the Parish Council Meeting of 11th April 2022.

018(22) **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**

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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(22) **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(22) **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(22) **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 28th April 2022. Cllr Coombs thanked Cllrs Moss, Andersson and all involved.

022(22) **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(22) **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 17th 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(22) **Clerk's Report**

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

025(22) **Date of the next meeting**

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

Meeting ended 21:30

**Chair …….**…… **Date**……..

**Clerk and Responsible Financial Officer** Clare Melbon

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