Flax Bourton Parish Council
Minutes of the Annual Meeting of the Parish Council

Held on **Monday 15th May 2023** commencing at **7.30pm** in the School Hall at Flax Bourton Primary School.

Those present were noted as Councillors: Andersson, Coombs, Moss and Walker.
Also present Mrs C Melton, Parish Clerk.

023(23) **Election of Chair for the year 2023/24**
It was resolved to approve to elect Cllr Coombs as Chair and the Statutory Declaration of Acceptance of Office was duly signed.

024(23) **Apologies and Reasons for Absence**
Apologies were received from Cllr Crawford (holiday) and District Cllr Waite (at another meeting).

025(23) **To consider electing a Vice Chair for the year 2023/24**
After discussion, **it was agreed** to continue with no Vice Chair.

026 (23) **Declarations of Acceptance of Office**
Declarations of Acceptance of Office were duly completed and will be held by the Clerk. **It was agreed** that Cllr Crawford would complete the Declaration of Acceptance of Office form at the next meeting.

027 (23) **Register of Member's Interests**
Registers of Members' Interests forms were duly received and will be held by the Clerk. **It was agreed** that Cllr Crawford would bring the Registers of Members' Interests form to the next meeting.

028(23) **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.

029(23) **Public Forum Session**
No members of the public were present.

030(23) **Minutes for Approval**
It was resolved to approve the minutes of the Parish Council Meeting held on 11th April 2023.

031(23) **Finance and Personnel**

a) No payments to approve since last meeting
b) **Annual Governance & Accountability Return 2022-2023 – It was resolved** to:
    i. **Receive and note** the Annual Internal Audit Report. **It was agreed to accept** the recommendation that a Payment Schedule is displayed on the website alongside the Minutes for each Meeting. The Clerk has actioned this with immediate effect
    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
    iv. **Receive and note** the dates for the Exercise of Public Rights
    v. **Receive and note** the draft Explanation of Variances
    vi. **Receive and sign** the Conflict of Interest with BDO LLP form – **it was confirmed** that there was no Conflict of Interest and the form was duly signed by the Chair and the Clerk
c) **To receive and agree the renewal insurance documents for 2023-23 for the Village Hall** – **It was agreed to renew** the insurance with Aviva (through BHIB Councils Insurance). Cllr Moss raised that some exceptions were listed and the Hub should be informed. **Clerk to action**
d) **Lengthsman/verge maintenance quotes** – Cllr Andersson reported that she had spoken to a couple of local options but none were able to consider taking on the maintenance of the verges. Cllr Andersson has emailed another contractor but as yet hasn't received a reply. Cllr Coombs noted that it shouldn't be a major job

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so it could be a role that someone local would consider for payment. **It was agreed** to consider if there may be anyone who may be suitable

e) **It was resolved** to approve the monthly accounts statement and new invoices totalling **£1788.16** for online payment. This included 5 hours 15 minutes overtime for the Clerk for the Internal Audit as agreed under the terms of the scheme. To be paid to the Clerk with June salary.
A Receipts and Payments Schedule was also **received and approved** following the recommendation of the Internal Auditor (see 031 b i)).

032(23) **Councillor Co-option**
No applications have been received yet. Cllr Coombs noted that there was some interest and it was agreed to continue to try to co-opt the two vacancies.

033(23) **Policies and Procedures**
It was resolved to approve the Standing Orders and Financial Regulations. The Schedule for the review of all Policies and Procedures was **received**. **It was requested** that the schedule be amended so that reviews were spread out more evenly through the year. **Clerk to action**. The Clerk reported that the Draft Grievance Policy was not ready to be reviewed. Cllr Walker raised that the Draft Disciplinary Procedure still needed to be considered. Cllr Moss raised whether a separate policy was needed or whether it was covered through Standing Orders. **It was agreed** that Cllr Moss will look at the Disciplinary Procedure alongside the Standing Orders and report back to the next meeting.

034(23) **Planning**
No planning applications to discuss.

035(23) **North Somerset Council Local Plan 2038**
Cllr Moss reported that there is nothing new to report although, following the Local Elections there has been a change to North Somerset Council's Executive, which may result in changes to the Local Plan. Cllr Moss advised that the Council meet with our new District Councillor, Cllr Annemieke Waite, asap to discuss the Local Plan.

036(23) **Flooding**
Cllr Coombs reported that there is no update on when the culvert will be fixed. Cllr Walker raised that there also still seems to be a clear water leak and no source appears to have been found.

037(23) **Place & Movement Framework plus Active Travel Action Plans**
No update. Deferred to next meeting.

038(23) **Communications**
Cllr Andersson expressed disappointment with the delay to the printing of the leaflets and posters by Breakthrough Communications. The leaflets and posters have now been received by yet again a missed opportunity to distribute them with the Parish magazine. The Clerk reported that she had met with Breakthrough last week regarding the Facebook campaign that they will be running to promote the Google Group. Breakthrough should be sending through graphics to consider. The moderation and initial running of the group was discussed and the Clerk was asked to consider adding to her hours for the initial period. **The Clerk agreed to consider**.

039(23) **Flax Bourton Hub**
Cllr Coombs reported that there is no update although there is a Trustees meeting this week.

040(23) **Assets of Community Value**
Defer to next meeting.

041(23) **Highways**

a) **Proposed revision of 30mph limit** – Cllr Andersson has printed the new plan from David Murphy from North Somerset Highways and the rest of Council are welcome to look at it. David Murphy has offered a meeting to discuss the plan. **It was agreed** that Cllrs Coombs, Andersson and Moss will meet with Mr Murphy in due course

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b) **Vehicle Activated Signs (VAS)** – Cllr Coombs reported that there is still no decision from Highways despite it having been indicated that we should hear by the end of March
c) **Pavements and Footpaths** – It was noted that the pavements are still in a terrible state and it is unlikely to be resolved until the works to repair the culvert are repaired
d) **Public Rights of Way** – Cllr Andersson noted that there is nothing new to report
e) **Stancombe Lane waste bin** – The Clerk reported that North Somerset Council had sent an email on 19th April confirming that the bin is on their regular schedule. Unfortunately, there have been recent vehicle breakdowns that affected their schedules. This, along with a busy Easter period, has meant that they are playing 'catch up.' The Village Orderly reported on his latest timesheet that the bin was overflowing again. **Clerk to monitor**.

042(23) **Quarry (Tarmac)**
Cllr Coombs reported that there still appears to be a transition period with the new manager settling in at the Quarry but is hopeful that the Quarry will agree to support the cleaning of pavements and roads. **Cllr Coombs will follow up**.

043(23) **Bristol Airport Survey**
After discussion, **it was agreed** that Cllr Andersson would draft a response to the Bristol Airport Survey then circulate to all for further discussion before the deadline of 31st May.

044(23) **Noticeboards**
Cllr Andersson reported that she had spoken with the Hub and it was confirmed that the noticeboard by the village hall has been refurbished but, despite this, isn't in a great condition. Cllr Andersson has obtained 3 quotes for new noticeboard/s for Post Office Lane which are all a similar cost (around £1200-£1500 plus VAT). Cllr Andersson will also contact the previous supplier used by the Council for a quote. **It was agreed** that although a new noticeboard was not in the budget, it was a necessary expense and the Clerk will look at the Budget before the next meeting.

045(23) **Coronation**
The Clerk updated that Flax Bourton Primary School were looking at a 'off the shelf' water feature/fountain as the cost of working with the garden designer would be over the budget. The School forwarded three possible water features and the Clerk forwarded to all prior to the meeting. After discussion, **it was agreed** that Cllr Andersson would discuss the next steps with the school.

046(23) **Dig For Victory Show**
After discussion, **it was agreed** that the Clerk will post notice of the show on the website and Facebook so that residents are aware. Some steps have been taken by the organisers to resolve issues from previous years but there will still be noise which may be distressing to some.

047(23) **Clerk's Report**
Noted.

048(23) **Date of the Next Meeting**
It was noted that the date of the next **Parish Council Meeting** is **Monday 5th June 2023** (in the **School Hall** at **Flax Bourton Primary School**) at 7.30pm.

Meeting ended 21:00

Chair …… **Date**……..

Clerk and Responsible Financial Officer

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FLAX BOURTON PARISH COUNCIL

PAYMENT SCHEDULE: RECEIPTS & PAYMENTS FOR PARISH COUNCIL MEETING ON 15 MAY 2023

Receipts

Name	Invoice no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
Lloyds Bank	23:R1	Bank interest	11/4/2023	BACS	£54.84	£0.00	£54.84		N/A
North Somerset Council	23:R2	Precept 2023-24 payment 1	12/4/2023	BACS	£13,250.00	£0.00	£13,250.00		N/A
Lloyds Bank	23:R3	Compensation (Complaint)	13/4/2023	BACS	£40.00	£0.00	£40.00	Compensation following a Complaint to Lloyds Bank by Cllr Coombs. To be donated to charity.	N/A
HMRC	23:R4	VAT reclaim 2022-23	18/4/2023	BACS	£0.00	£2,309.06	£2,309.06		N/A
North Somerset Council	23:R5	Village Orderly Grant May 23	10/5/2023	BACS	£106.75	£0.00	£106.75		
					£0.00	£0.00	£0.00		
			TOTAL		**£13,451.59**	**£2,309.06**	**£15,760.65**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
Clerk's Pension	23:08	May 23 (1-30 Apr 23)	5/5/2023	DD	[redacted]				005 f)
Clerk's Salary	23:09	May 23 (mth 1 Apr 23 hrs)	1/5/2023	SO					005 f)
Office supplies	23:14	Printer ink (HP Instant Ink)	16/5/2023	BACS	£14.99	£3.00	£17.99	Pd by Clerk so payment to Clerk	
CPS Grounds	23:15	Grounds Maintainence-field- May 23 (S106)	16/5/2023	BACS	£298.73	£59.75	£358.48		
Google Workspace	23:16	Google Workspace 1-30 Apr 23	9/5/2023	DD	£7.70	£0.00	£7.70		
Greenways	23:17	Dog Bin Collections Apr 23	16/5/2023	BACS	£144.00	£0.00	£144.00		
Clerk's Salary	23:18	Jun 23 (mth 2 May 23 hrs)	1/6/2023	SO	[redacted]				
Clerk's Pension	23:19	Jun 23 (1-31 May 23)	5/5/2023	DD					
VO Salary	23:20	May 23 (mth 2 Apr 23 hrs)	16/5/2023	BACS					
HMRC	23:21	PAYE & NI - 6 Apr-5 May 2023 (mth 1)	16/5/2023	BACS	£69.88	£0.00	£69.88		
Clerk's mobile phone	23:22	Monthly charge for Clerk's mobile phone - May 23	16/5/2023	BACS	£7.50	£0.00	£7.50	Pd to Clerk as linked to personal mobile accoun[redacted].	
Clerk's overtime for Internal Audit	23:23	5 hours 15 minutes spent on Internal Audit for Cleeve Parish Council	16/5/2023	BACS	[redacted]				
			TOTAL		**£2,678.01**	**£62.75**	**£2,740.76**		