Flax Bourton Parish Council
Minutes of the Parish Council Meeting

Held on Monday 5th June 2023 commencing at 7.30pm in the Hall at Flax Bourton Primary School.

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

049(23) **Apologies and Reasons for Absence**
Apologies were received from Cllr Walker (work).

050 (23) **Declarations of Acceptance of Office**
As agreed at the last meeting, the Declaration of Acceptance of Office was duly completed by Cllr Crawford. The signed form will be held by the Clerk.

051(23) **Register of Member's Interests**
The Registers of Members' Interests forms for Cllrs Crawford and Coombs were duly received and will be held by the Clerk.

052 (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.

053(23) **Public Forum Session**
No members of the public were present.

054(23) **Minutes for Approval**
It was resolved to approve the minutes of the Annual Meeting of the Parish Council held on 15th May 2023.

055(23) **Finance and Personnel**

a) **It was resolved** to ratify the payments made since last meeting on 15th May 2023 totalling **£1203.04**

b) Councillor Andersson reported that following further investigation, she had found a contractor equipped to carry out the verge maintenance at a cost of **£235.00 plus VAT** per visit. After discussion, and having previously considered other quotes at the meeting on 11th April 2023 (item 005 c)), **it was agreed** to accept this quote from Glendales and to schedule two visits per year. This is in addition to those carried out by North Somerset Council who have responsibility for this maintenance. **It was further agreed** that the North Somerset Council Village Orderly Grant totalling **£106.75** would be reserved for the verge maintenance. Cllr Coombs suggested contacting Backwell Parish Council later in the year to discuss the boundaries for maintenance of the verge and cleaning of the pavements

c) The annual leave entitlement for 2023-24 for the Clerk and the Village Orderly was **received and approved**

d) After discussion, **it was resolved** to offer the £40.00 Lloyds Bank compensation to Nailsea and District Community Transport

e) **It was resolved** to approve the monthly accounts statement and new invoices totalling **£6101.07** for online payment. Invoice 23:31 has been queried with the contractor and will therefore be paid once the query is resolved. After discussion, **it was agreed** that Invoice 23:25 would not be paid at this stage following a recent accident in the Farleigh Green Play Area. Cllr Crawford noted that the repair work around the Springy may need rechecking. **It was resolved** that the contractor should be asked to carry out an additional safety inspection of all wet surface repair works, at their expense, and the invoice will only be paid once the Parish Council have received and are happy with this report. **Clerk**

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to action. The monthly accounts statement and the Receipts and Payments Schedule was also **received and approved**.

056(23) **Policies and Procedures**
The policies and procedures schedule was **received and approved**. Following research, Cllr Moss recommended that the Council draft and adopt a Disciplinary and Grievance procedure. Any new policy should refer to the Dignity at Work Policy which has now been adopted. The Councillors **resolved to accept** this recommendation. **Clerk to action**. Cllr Andersson noted that the Code of Conduct should be referred to in the policy.

057(23) **Planning**
It was resolved to respond as follows:

a) 23/P/1000/LBC Bourton House, BS48 3QL – Support.

058(23) **North Somerset Council Local Plan 2038**
Cllr Moss reported that there is nothing new to report. It is hoped that a meeting with our new District Councillor, Cllr Waite, to discuss the Local Plan will take place, however Cllr Waite is away at the moment. Cllr Moss noted that she is unable to attend the planning workshop due to be held at the end of June. Cllr Coombs will attend instead.

059(23) **Flooding**
Cllr Coombs reported that the excavation is still open outside Old Angel Cottage. North Somerset Highways has reported that the obstruction is more serious than originally thought and thus taking longer to resolve. It was noted that there is still clear water running in the road and North Somerset Council have reported this to Bristol Water.

060(23) **Place & Movement Framework plus Active Travel Action Plans**
Cllr Coombs reported that there is no update, waiting for a meeting with Cllr Waite. Cllr Coombs raised that a serious incident on the A370 was reported to him by a resident recently. A vehicle overtaking a slow moving tractor in the westbound direction forced the resident's car into the bus lane. Aside from the potential danger caused by this action, the resident may face a fine for being in the bus lane through no fault of their own. Cllr Moss noted that Long Ashton appears to be much busier as motorists seek alternative routes to the A370. **It was agreed** that a formal complaint should be made and the Clerk was asked to investigate this process.

061(23) **Communications**
Cllr Andersson reported that the Facebook campaign for the Google Group should have started on 30th May but there doesn't seem to be any evidence of this. Cllr Andersson will follow this up with Breakthrough Communications. After discussion, **it was agreed** to proceed with a maildrop of the flyers in the village and this will be divided up between the Councillors.

062(23) **Flax Bourton Hub**
Cllr Coombs provided an update. It was agreed at the recent Flax Bourton Hub Trustees meeting to pay **£220.00 plus VAT** to cover the cost of the Parish Council moving the meetings to the Hall at Flax Bourton Parish School. The Clerk proposed that, as the Letting Agreement is between the Parish Council and the School, the Parish Council will pay the school and claim back the VAT. The Clerk will invoice the Hub for a total of **£220.00** reimbursement. **Agreed**. Clerk will inform the Hub and the School. The Hub has received a Lottery Grant, part of which will go towards the acoustics improvements in the village hall. The damaged barrier at the village hall has now been taken out of action. The upgrade to the electrics is underway.

063(23) **Farleigh Green Play Area**
Previously covered under item 055 e). The accident report was **received and approved.** The Council expressed disappointment at how the contractor had reacted to the report of an accident caused by the unfinished wet pour surface works.

064(23) **Assets of Community Value**
Cllr Moss explained the process to register an Asset of Community Value. **It was agreed** to keep this

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item on the Agenda for the next meeting.

065(23) **Highways**

a) **Proposed revision of 30mph limit** – Cllr Coombs reported that good progress is being made following David Murphy's email. The proposal appears to have taken into account the revision to 40mph. Cllr Andersson is contacting Mr Murphy to arrange a meeting

b) **Vehicle Activated Signs (VAS)** – Cllr Coombs reported that the discount with the manufacturer of the Parish Council's preferred Vehicle Activated Signs is due to expire at the end of July. There is still no decision from North Somerset Council. Cllr Coombs will chase

c) **Pavements and Footpaths** – Previously covered under item 055 b). Cllr Andersson proposed asking Glendales for a quote to clean the pavements which could then be taken to the quarry. **Agreed**

d) **Public Rights of Way** – No update other than that the process is taking longer than anticipated

e) **Stancombe Lane waste bin** – The Clerk reported that the Village Orderly is monitoring the bin and it now appears to be being emptied. **It was agreed** to check that the Village Orderly is no longer also emptying the bin and request that he instead continues to monitor so that the Clerk can follow up with North Somerset Council.

066(23) **Quarry (Tarmac)**
Already covered 065 c).

067(23) **Bristol Airport Survey**
Cllr Andersson reported that the Council's response was drafted and the Clerk confirmed that this was then emailed to the address provided.

068(23) **Noticeboards**
The Clerk reported that, having reviewed the budget, she recommended that funds could be vired from the Elections budget. The budget for this was £1500.00 but as Flax Bourton Parish Council was uncontested, North Somerset have indicated that costs will only be around £90.00. The Councillors **resolved to accept** this recommendation. After further discussion, **it was agreed** to purchase a new noticeboard for outside the Parish Hall from Contractor A at a cost of **£1,311.00 plus VAT**. It was noted that installation was not included. **It was further agreed** to look at refurbishing and possibly relocating the existing noticeboards in the village.

069(23) **Coronation**
Cllr Andersson reported that she had mentioned the idea of the Parish Council funding a noticeboard rather than a fountain but the school have confirmed that they would prefer the latter. Cllr Andersson has forwarded some water fountain options to the school for consideration. Also circulated to the Council prior to this meeting.

070(23) **Clerk's Report**
Noted. The Clerk updated that she is currently supporting Backwell Parish Council whilst their Clerk is off.

071(23) **Date of the Next Meeting**
As several Councillors are unavailable for the next proposed date of 10th July 2023, **it was agreed** to move the next **Parish Council Meeting** to **Monday 3rd July 2023** in the **Hall** at **Flax Bourton Primary School** at **7.30pm**. Cllr Andersson gave apologies in advance (holiday).

Meeting ended 21:01

Chair ……. **Date**…….....

Clerk and Responsible Financial Officer

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FLAX BOURTON PARISH COUNCIL

PAYMENT SCHEDULE: RECEIPTS & PAYMENTS FOR PARISH COUNCIL MEETING ON 5 JUNE 2023

Receipts

Name	Invoice no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
Lloyds Bank	23:R6	Bank interest	9/5/2023	BACS	£55.94	£0.00	£55.94		N/A
					£0.00	£0.00	£0.00		
			TOTAL		**£55.94**	**£0.00**	**£55.94**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
BHIB Insurance	23:24	BHIB Councils Insurance- Annual renewal	26/5/2023	BACS	£1,203.04	£0.00	£1,203.04		031 c)/
GB Sport	23:25	Repairs to perimeter edges at FG play area	6/6/2023	BACS	£5,724.00	£1,144.80	£6,868.80	CIL money	005 b)/
Clerk's Pension	23:26	Jul 23 (1-30 Jun 23)	7/7/2023	DD	[redacted]				
Clerk's Salary	23:27	July 23 (mth 3 Jun 23 hrs)	1/7/2023	SO					
CPS Grounds	23:28	Grounds Maintainence-field- Jun 23 (S106)	6/6/2023	BACS	£298.73	£59.75	£358.48		
Google Workspace	23:29	Google Workspace 1-31 May 23	9/6/2023	DD	£7.70	£0.00	£7.70		
The Woolly Shepherd	23:30	Acoustics in the village hall	6/6/2023	BACS	£3,759.71	£751.94	£4,511.65	Remainder of Lottery Grant	168 (22) b)/
Greenways	23:31	Dog Bin Collections May 23 (final payment)	6/6/2023	BACS	£288.00	£0.00	£288.00	Queried amount with supplier	
VO Salary	23:32	Jun 23 (mth 3 May 23 hrs)	12/6/2023	BACS	[redacted]				
HMRC	23:33	PAYE & NI - 6 May-5 Jun 2023 (mth 2)	6/6/2023	BACS	£80.23	£0.00	£80.23		
Clerk's mobile phone	23:34	Monthly charge for Clerk's mobile phone - Jun 23	9/6/2023	BACS	£7.50	£0.00	£7.50	To be pd to Clerk as linked to personal mobile account [redacted]	
			TOTAL		**£12,504.42**	**£1,956.49**	**£14,460.91**		

Transfers (BBI Instant Account to Treasurer's Account

Details	Date transferred	Amount	Notes
Funds for Insurance renewal	25/5/2023	£1,203.04	
For bills	1/6/2023	£3,000.00	
	TOTAL		**£4,203.04**