Flax Bourton Parish Council
Minutes of the Parish Council Meeting

Held on Monday 3rd July 2023 commencing at 7.30pm in the Hall at Flax Bourton Primary School.

Those present were noted as Councillors: Crawford, Coombs, Moss and Walker.
Also present Mrs C Melton, Parish Clerk, District Councillor A Waite and seven members of the public.

072(23) **Apologies and Reasons for Absence**
Apologies were received from Cllr Andersson (holiday).

073 (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.

One Member of the Public arrived at 7.35pm

074(23) **Public Forum Session**
A number of issues topics were discussed:

- A resident asked if timings could be added to the new bus lane on the A370; currently the bus lane is operational 24 hours a day. After discussion, District Cllr Waite offered to speak with Highways. Cllr Coombs will forward details to District Cllr Waite
- Following a recent visit, a resident asked District Cllr Waite for an update on the poor road resurfacing at Bourton Mead and Parsons Mead carried out by Highways last year. District Cllr Waite reported that she had spoken with Highways and they were sending someone out to check the surface. Cllr Coombs mentioned to District Cllr Waite that in addition to this issue, there are other safety concerns in this area. District Cllr Waite will follow up
- A resident asked if there could be a more visible crossing outside the school. District Cllr Waite will follow up
- A resident raised that a tree has fallen and is blocking a pavement at Castle Close. **Clerk to report**.

087(23) **Highways – Agenda items brought forward**

a) **Proposed revision of 30mph limit** / b) **Vehicle Activated Signs (VAS)**
Cllr Coombs reported that Stage 1 plan has been proposed and discussed with Highways. Thanks were given to the resident who has produced reports for the Parish Council which pushed these changes forwards.

If approved by North Somerset, Stage 1 will result in new speed indicator signs being installed at both ends of the village. There will also be a white gate entryway at the Cricket Club end of the village to match that at the Jubilee end. Cllr Walker thanked Cllr Coombs for his hard work and determination over recent years on this issue.

Cllr Coombs explained that the proposed Stage 1 plan is in North Somerset's budget for this Financial year. The Parish Council will push for Stage 2 to be included in North Somerset's next budget. District Cllr Waite raised that the safe route to school is key. The Road Safety Working Party will put together a proposal for Stage 2 for the Parish Council to consider.

Cllr Moss raised that the Parish Council still has two vacancies and is currently overstretched. It would help to progress all these issues, and more, if the vacancies were filled and encouraged residents to consider joining and to spread the word in the village.

080(23) **Flooding – Agenda items brought forward due to member of the public's concerns**
Cllr Coombs reported that exploratory work is underway to investigate the problems outside the Old Angel and Castle Farm. Silt from the Quarry is a constant contributory issue. Cllr Coombs noted that conversations now need to take place at a higher level as no progress is being made. Cllr Coombs asked District Cllr Waite for her support, District Cllr Waite agreed and will follow up with North Somerset Council. Cllr Coombs updated that the clear water leak has now been identified and fixed by Bristol Water.

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086(23) **Designated Community Land – Agenda item brought forward**

Cllr Coombs noted that a decision on the Designated Community Land is being blocked by the lack of progress by Network Rail with the planned holding ponds by the school (put on hold during Covid). The holding ponds would also go a long way to solving some of the flooding issues. District Cllr Waite mentioned that Simon Bunn from North Somerset Council is in contact with Network Rail.

087(23) **Highways – Agenda item brought forward**

c) **Pavements and Footpaths** – Cllr Coombs noted the continuing issue of the state of the pavements throughout the village and that this needs to be regularly in North Somerset's programme. Cllr Coombs updated that the Parish Council have agreed to pay for two visits by a contractor to cut back the verges which is in addition to North Somerset's responsibilities.

091(23 **Biodiversity Duty – Agenda item brought forward**

Cllr Moss gave a brief summary. As the Parish Council owns the playing field and play area, we do need to comply and have a biodiversity plan. District Cllr Waite reported that other areas around the country have already implemented changes such as rewilding and choosing not to use weedkillers. Cllr Walker noted that the community should be involved, particularly as the Parish Council is not at full strength, and this could be a topic for the Google Group. A resident has volunteered to carry out further research. Cllr Moss suggested that the Clerk contact other Clerks to share ideas. **Clerk to action**. District Cllr Waite suggested a community survey.

090(23 **Festival Way Crossings Safety Improvements – Agenda item brought forward**

Cllr Crawford provided an update following a meeting that she and Cllr Coombs had with a consultant and representatives from North Somerset Council. The meeting was at 9.30am and several close misses were witnessed during the meeting between pedestrians/cyclists and traffic. The consultant will draw up proposals.

083(23) **Flax Bourton Hub – Agenda item brought forward**

Cllr Coombs reported that the new acoustics have now been installed in the village hall.

087(23) **Highways – Agenda item brought forward**

e) **Stancombe Lane waste bin** – Clerk reported no update as timesheet from Village Orderly has not been received yet. Cllr Crawford noted that she had noticed that there are now two bins, both of which appeared to be fairly empty.

082(23) **Communications – Agenda item brought forward**

It was noted that it is not clear how to post a message on the Google Group. **It was agreed** that the Clerk would post some simple instructions. Cllrs encouraged the residents present to tell their neighbours about the group to increase numbers.

Two Members of the Public left the meeting

075(23) **Minutes for Approval**

It was resolved to approve the minutes of the Parish Council Meeting held on 5th June 2023. The Minutes were not available to sign tonight and **it was therefore agreed** that the Minutes would be signed at the next meeting.

076(23) **Finance and Personnel**

a) No payments to ratify since the last meeting on 5th June 2023
b) **Verge Maintenance** – The Clerk updated that the new contractor has been contacted and will meet with Cllr Andersson in August. Cllr Coombs clarified that this arrangement, for two visits per year, to maintain the verges, is in addition to the maintenance by North Somerset Council for which they have statutory responsibility
c) **Financial information for first quarter** – Clerk gave an overview of the documents circulated in advance including balances, Budget review to date and Receipts and Payments for the year to date. **All received and noted**
d) Clerk explained that GB Sport have now carried out an additional safety inspection at Farleigh Green Play Area, as requested by the Parish Council

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following the last meeting (055(23)e)). The inspection report was circulated to all prior to tonight's meeting. **It was agreed** that Invoice 23:25, totalling £5,724.00 plus VAT, should now be paid. The Clerk updated that, following investigations, the Contractor was contacted and requested to amend Invoice 23:31 from £288.00 to £144.00. The contractor is still querying the amount but has issued a new invoice. **It was agreed** that the revised Invoice 23:31, totalling £144.00, should now be paid. Cllr Crawford asked for clarification as to how the fee for the hire of the school hall would be paid. The Clerk explained that as the hire agreement is between the Parish Council and the school, the Parish Council will pay the school and then invoice the Hub for reimbursement.

It was resolved to approve the monthly accounts statement and new invoices, including Invoices 23:25 and 23:31, totalling **£11,840.86** for online payment. The Receipts and Payments Schedule was **received and approved**. **It was noted** that the Village Orderly's timesheet for June had not been received before the meeting and therefore payment of his salary for June, and HMRC PAYE/NI payment for June-July, would be ratified at the next meeting.

077(23) **Policies and Procedures**

After discussion, **it was resolved** to approve the Grievance and Disciplinary Policy subject to amendments as follows:

Grievance Section:

1) Under Appeals, end of first paragraph to be changed to: *The Chair shall report the employee's appeal to an Appeals Panel of the Council, which shall comprise of members who have not been involved in the Grievance process*

Disciplinary Section:

2) Under point 4, Disciplinary Meetings, beginning of first paragraph to be changed to: *If a decision is made to implement the formal procedure, the employee will be invited to attend a meeting with a Disciplinary Panel made up of two Councillors*
3) Under Dismissal or other Sanctions, amend third paragraph to: *If SUSPENDED PENDING DISCIPLINARY INVESTIGATION, the employee will be paid their normal rate of pay although access to premises, equipment or systems may be denied. The employee will have regular contact with a nominated person agreed by the Council*
4) Under Appeals, amend last paragraph to: *The Appeal will be heard by a separate panel of elected members which shall comprise of members who have not been involved in the Disciplinary process, who will view the evidence with impartiality*
   From the same paragraph, remove: *The employee will have the right to be accompanied by an agreed representative or accredited Trade Union official at the appeal hearing*
5) Under Note-Taking, amend to: *A note-taker (but not a member of the Disciplinary or Appeal panels) will be provided to every meeting/hearing which arises as a result of a disciplinary process in case of an Employment Tribunal. These will respect employee/employer confidentiality.*

078(23) **Planning**

No planning applications to discuss. It was raised that there were concerns about a planning application at Watercress Farm. Cllr Coombs noted that this comes under Wraxall and Failand but anyone can go online and leave comments.

079(23) **North Somerset Council Local Plan 2038**

Cllr Moss reported that there has been no update. District Cllr Waite reported that discussions are underway and they will be looking at house numbers again but no decisions yet. Cllr Moss requested a meeting with District Cllr Waite to discuss the Local Plan. **Clerk to arrange**.

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081(23) **Place & Movement Framework plus Active Travel Action Plans**
Cllr Coombs asked District Cllr Waite if the new bus lane comes under this and, also, has the previous suggestion of local lanes being changed to cyclist pedestrian access only now been abandoned. District Cllr Waite understands that closing the lanes is no longer being considered. The speed limit needs to be looked at but no closures.
It was noted that there was confusion regarding the Retrospective planning application at Land North East of Bow Cottage, Gatcombe Lane, Flax Bourton. Cllr Coombs clarified that this application comes under Long Ashton but anyone can comment if they wish. Cllr Coombs asked the Clerk to raise with NS Planning that the address on the website is causing confusion. **Clerk to action.**

084(23) **Farleigh Green Play Area**
Previously covered (item 076 d)).

085(23) **Assets of Community Value**
Nothing to discuss at this stage but keep on the Agenda.

087(23) **Highways**

d) **Public Rights of Way** – No update
f) **Safe route to school** – Already extensively discussed throughout the meeting.

088(23) **Quarry (Tarmac)**
Previously covered (item 080).

089(23) **Food Equality Strategy**
After discussion, **it was agreed** that no response was necessary.

092(23) **Noticeboards**
Clerk confirmed that the new noticeboard for outside the village hall has been ordered.

093(23) **Coronation**
Clerk updated that the school have chosen a water feature which is within the budget agreed by the Council. **It was resolved** to proceed with the order. **Clerk to action.**

094(23) **Clerk's Report**
Noted.

095(23) **Date of the Next Meeting**
It was noted that the date of the next **Parish Council Meeting** is **Monday 11th September 2023** (in the **School Hall** at **Flax Bourton Primary School**) at 7.30pm.

Meeting ended 21:20

Chair …… **Date**……..

Clerk and Responsible Financial Officer

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FLAX BOURTON PARISH COUNCIL

076 d) PAYMENT SCHEDULE: RECEIPTS & PAYMENTS FOR PARISH COUNCIL MEETING ON 3 JULY 2023

Receipts

Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
Lloyds Bank	23:R7	Bank interest	9/6/2023	BACS	£62.15	£0.00	£62.15		N/A
Flax Bourton Hub	23:R8	Reimbursement for School Hall hire (payment 1)	28/6/2023	BACS	£80.00	£0.00	£80.00	First payment, second payment will be invoiced in Sept 23 (total hire cost £220.00).	168(22) a)/
			TOTAL		**£142.15**	**£0.00**	**£142.15**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
GB Sport	23:25	Repairs to perimeter edges at FG play area	3/7/2023	BACS	£5,724.00	£1,144.80	£6,868.80	CIL money. Requested checks carried out	005(23) b)/055 (23) e)
Greenways	23:31	Dog Bin Collections May 23 (final payment)	3/7/2023	BACS	£144.00	£0.00	£144.00	Queried amount (£288) with supplier. 30/6/23- Found incorrectly dated invoice. Emailed supplier and requested new invoice for £144.00. 3/7/23- Supplier still disputing but agreed to accept £144.00 whilst checking his end. Awaiting invoice.	055(23) e)/
Flax Bourton Primary	23:35	Hall Hire for PCM Apr-Jul 23 (payment 1)	3/7/2023	BACS	£80.00	£0.00	£80.00	2nd payment will be invoiced in Sept 23 (total hire cost £220.00).	168(22) a)/
Clerk's expenses	23:36	HP Instant Ink 9 May-8 Jun 23	3/7/2023	BACS	£3.74	£0.75	£4.49		
Yeti Electrical Solutions	23:37	VH Electrical rectification works plus replacement of damaged socket, back box parts and labour	3/7/2023	BACS	£3,250.00	£0.00	£3,250.00	Amount previously agreed £3,200	142(22) c)
Information Commissioner's Office (ICO)	23:38	Annual Data protection renewal	29/7/2023	DD	£35.00	£0.00	£35.00	Annual fee is £40.00, £5 reduction for paying by DD.	
Corporate Cleaning Services	23:39	Dog Bin Collections 5 Jun-26 Jun 23	3/7/2023	BACS	£100.00	£0.00	£100.00	New contractor	
Clerk's Pension	23:40	Aug 23 (1-31 Jul 23)	9/8/2023	DD	[redacted]				
Clerk's Salary	23:41	Aug 23 (mth 4 Jul 23 hrs)	1/8/2023	SO					
CPS Grounds	23:42	Grounds Maintainence-field- Jul 23 (S106)	3/7/2023	BACS	£298.73	£59.75	£358.48		
Clerk's mobile phone	23:43	Monthly charge for Clerk's mobile phone - Jul 23	3/7/2023	BACS	£7.50	£0.00	£7.50	To be pd to Clerk as linked to personal mobile account (Tesco cannot separate).	
Google Workspace	23:44	Google Workspace 1-30 Jun 23	9/7/2023	DD	£7.70	£0.00	£7.70		
Nailsea and District Community Transport	23:45	Donation of Lloyds Compensation (full amount)	3/7/2023	BACS	£40.00	£0.00	£40.00		055(23) d)
VO Salary	23:	Jun 23 (mth 3 May 23 hrs)	12/6/2023	BACS	[redacted]			No timesheet in time for meeting	
HMRC	23:	PAYE & NI - 6 May-5 Jun 2023 (mth 2)	6/6/2023	BACS	£0.00	£0.00	£0.00	Calculate once timesheet for VO rec'd.	
			TOTAL		**£10,635.57**	**£1,205.29**	**£11,840.86**		

Transfers (BBI Instant Account to Treasurer's Account

Details	Date transferred	Amount	Notes
Remainder of Lottery Grant for part payment of Acoustics improvements at the Village Hall	7/6/2023	£3,759.71	
For bills	28/6/2023	£3,000.00	
For School Hall Hire (Reimbursement from the Hub)	29/6/2023	£80.00	
	TOTAL		**£6,839.71**

Invoices out

Name	Invoice no	Details	Invoice sent	Due date	Net Amount	VAT	Total	Notes
Flax Bourton Hub	FBH 1	Reimbursement for School Hall hire (payment 1)	15/6/2023	3/7/2023	£80.00	0	£80.00	See Receipt, 23:R8. First payment, second payment will be invoiced in Sept 23 (total hire cost £220.00).