Flax Bourton Parish Council
Minutes of the Parish Council Meeting

Held on **Monday 11th September 2023** commencing at 7.30pm in the Hall at Flax Bourton Primary School.

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

096(23) **Apologies and Reasons for Absence**
Apologies were received from Cllr Crawford (holiday) and District Cllr Waite (work).

097 (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.

098(23) **Public Forum Session**
None present.

099(23) **Minutes for Approval**
It was resolved to approve the minutes of the Parish Council Meeting held on 3rd July 2023. The minutes of the Parish Council Meeting held on 5th June were also signed, as agreed at the Meeting on 3rd July.

100(23) **Finance and Personnel**

a) **It was resolved** to ratify the payments made since the last meeting on 3rd July 2023 totalling **£2530.00**
b) **Verge maintenance** – Cllr Andersson reported that it took the contractors 3 days to clear the footpath, much longer than anticipated. All agreed that the contractors had done an excellent job. There are still areas which come under North Somerset Highways and landowners which need attention. Both of these impact on the safe route to school. Cllr Coombs suggested that a meeting with District Cllr Waite and North Somerset Highways be arranged to ensure that maintenance is scheduled twice a year

One Member of the Public arrived at 7.50pm

It was suggested that a reminder to the Cricket Club to maintain their hedges would be useful.

Action: Clerk

098(23) **Public Forum Session – *It was agreed to return to item 098 on the arrival of a member of the public***
The resident expressed concern about overgrown hedges at the Old Rectory. The hedges are obstructing the narrow pavement which is impacting on the safe route to school. Cllr Coombs suggested reporting online to North Somerset Council. **It was agreed** that the Clerk would also report to the Area Officer.

Action: Clerk

100(23) **Finance and Personnel – continued**

c) **Next year's Budget** – The Precept needs to be submitted in January. Cllr Coombs asked all members to consider the Budget ahead of the next meeting

Action: All Councillors

d) **It was resolved** to approve the new invoices totalling **£3834.35** for online payment. Bank Reconciliations and the Receipts and Payments Schedule, all covering August and September, were also **received and approved**.

Chair …… **Date**……..

101(23) **Policies and Procedures**

Cllr Andersson queried the training requirements mentioned in the Code of Conduct and raised whether the wording should be modified. After discussion, **it was resolved** to approve the Code of Conduct.

102(23) **Planning**

It was resolved to respond as follows:

a) **23/P/1474/LDP – The Rectory, Main Road, Flax Bourton, BS48 3QJ** – Neutral
b) **23/P/1654/FUL – The Old Cottage, Eastfield, Main Road, Flax Bourton** – Neutral – Flax Bourton Parish Council does not object to this proposal but the Planning Officer is requested to take into account implications for development in the Green Belt
c) **23/P/1655/FUL – Coach House 2, Eastfield, Main Road, Flax Bourton** – Neutral – Flax Bourton Parish Council does not object to this proposal but the Planning Officer is requested to take into account implications for development in the Green Belt
d) **23/P/1711/FUH – 60 Rosemount Road, BS48 1UQ** – Neutral –Flax Bourton Parish Council has concerns that the number and size of windows to the rear will compromise the privacy of the neighbours.

103(23) **North Somerset Council Local Plan 2038**

Cllr Moss reported that a meeting had taken place with District Cllr Waite to discuss the Local Plan. Cllr Moss stressed at the meeting that key areas of concern are the impact on the A370 and on Station Road in Backwell. North Somerset Council are making progress towards a revised Local Plan and pre-submission is expected at a meeting of the Executive Committee on 18th October. This would be followed by a six-week consultation period. There are several new, large development planning applications either underway or in consultation in Backwell and Nailsea. The most recent are land in the strategic gap between Nailsea and Backwell and Grove Farm. Taylor Wimpey are holding a consultation in Backwell to discuss the latter and Cllr Moss plans to attend. Cllr Walker raised that there are also reports of a large campus development being proposed at Long Ashton by Epic Healthcare which would be on Greenbelt land.

104(23) **Flooding**

Cllr Coombs reported that there is little to update. Excavations at Castle Farm are still open. The conduit above that point has been cleaned and obstructions removed but the work needs to be completed by North Somerset Highways. **It was agreed** to follow up with North Somerset Highways to find out when the work will be finished.

Action: Cllr Coombs

105(23) **Communication**

Cllr Andersson noted that the Google Group could be used to communicate more with the village. For example, to update residents on the recent verge maintenance. **It was agreed** that Cllr Andersson would liaise with the Clerk to finalise a message.

Action: Cllr Andersson/Clerk

106(23) **Flax Bourton Hub**

a) **Update** – Cllr Coombs reported that the new Bookings Administrator has started and is settling in well. There has been an enquiry for the use of the field for an event. Cllr Coombs has clarified with the Hub that any enquiry for use of the field must be approved by the Parish Council
b) **Electrical Works Certificate** – Received and completion noted
c) **Ideas for improvements to the Village Hall** – **It was agreed** that this should be a matter for the Hub unless it relates to the fabric of the building.

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Chair …… **Date**……..

107(23) **Designated Community Land**
No update.

108(23) **Highways**

a) **Proposed revision of 30mph limit** / b) **Vehicle Activated Signs (VAS)**
The Parish Council are reasonably happy with the latest proposals although the suggested coloured crossing by Post Office Lane is considered to be dangerous and needs to be reconsidered. Cllr Andersson would like to raise safety concerns for cars exiting Post Office Lane towards Backwell, because of the very limited sight lines. The proposed hatches on Post Office Lane shown on the plan have not been discussed and are not considered to be necessary. The pavement by the Old Rectory is very narrow and should be widened. **It was agreed** to meet with North Somerset Highways to discuss these concerns

Action: Cllr Coombs

c) **Pavements and Footpaths** – Largely covered under item 100 b). Cllr Andersson updated that she is continuing to try and set up a 'walk for health' and is awaiting final details. Once confirmed, details will be posted on the Google Group

Action: Cllr Andersson

d) **Public Rights of Way** – No update

e) **Stancombe Lane waste bin** – Clerk updated that the Village Orderly has reported that the waste bin still isn't being emptied regularly. **It was agreed** that the Clerk would follow this up with North Somerset Council

Action: **Clerk**

f) **Safe route to school** – Already covered under items 100 b) and 098.

109(23) **Quarry (Tarmac)**
Cllr Coombs noted that the next Quarry Liaison meeting is scheduled for October. Cllr Andersson asked if there has been any further communication from the Quarry regarding cleaning the pavements. Cllr Coombs confirmed that there hasn't been but this could be raised at the meeting in October.

110(23 **Festival Way Crossings Safety Improvements**
Cllr Andersson provided an update following a meeting that she and Cllr Coombs had with a consultant and representatives from North Somerset Council. After discussion, **it was agreed** to email the consultant to request some alterations to the proposal to increase safety for motorists, cyclists and pedestrians.

Action: **Clerk**

111(23 **Biodiversity Duty**
Cllr Andersson updated on information she has researched so far. Cllr Moss reported that the resident who had offered to help with this item is unfortunately no longer able to do so.

Cllr Andersson temporarily left the meeting

As there was insufficient time to discuss biodiversity, **it was agreed** to defer this item. Cllr Andersson will circulate a document for consideration at the next meeting.

Action: Cllr Andersson

112(23) **North Somerset Council Communications:**

a) **Corporate Plan & Budget Engagement Survey** – **It was agreed** that the Clerk would coordinate a draft response with comments being sent to the Clerk via email

Action: **Clerk**

b) **Free Energy Training** – Noted.

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Chair …… **Date**……..

113(23) **Bristol Airport update meeting**
No members able to attend.

Cllr Andersson returned to the meeting

114(23) **Noticeboards**
Clerk confirmed that the new noticeboard has arrived and is being stored in the Village Hall. **It was agreed** that Cllr Coombs would contact a local handyman to enquire about installing the noticeboard.
Action: **Cllr Coombs**

115(23) **Coronation**
The Clerk updated that the water feature has not arrived at the school yet. Clerk is following up with the supplier. The plaque, approved by all in August via email in lieu of a meeting, has arrived and has been delivered to the school by the Clerk.
Action: **Clerk**

116(23) **Clerk's Report**
Noted.

117(23) **Date of the Next Meeting**
It was noted that the date of the next **Parish Council Meeting** is **Monday 9th October 2023** (in the **School Hall** at **Flax Bourton Primary School**) at 7.30pm.

Meeting ended 21:15

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Chair …… **Date**……..

FLAX BOURTON PARISH COUNCIL

100 d) PAYMENT SCHEDULE: RECEIPTS & PAYMENTS FOR PARISH COUNCIL MEETING ON 11 SEPT 2023

Receipts

Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
Lloyds Bank	23:R10	Bank interest	9/8/2023	BACS	£58.08	£0.00	£58.08		N/A
North Somerset Council	23:R11	Precept 2023-24 (payment 2)	6/9/2023	BACS	£13,250.00	£0.00	£13,250.00		N/A
			TOTAL		**£13,308.08**	**£0.00**	**£13,308.08**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
VO Salary	23:46	Jul 23 (mth 4 Jun 23 hrs)	11/7/2023	BACS	[redacted]			TO BE RATIFIED AT SEPT PCM	076 d)/
HMRC	23:47	PAYE & NI - 6 Jun-5 Jul 2023 (mth 3)	7/7/2023	BACS	£71.68	£0.00	£71.68	TO BE RATIFIED AT SEPT PCM	076 d)/
Clerk's expenses	23:48	Sphere water feature (+VAT) & water cleaner (VAT exempt) for FBPS to commemorate the Coronation	7/7/2023	BACS	£319.37	£61.00	£380.37	TO BE RATIFIED AT SEPT PCM	093/email dated 7/7/23
GB Sport	23:49	Annual Play Inspection (Farleigh Green)	15/8/2023	BACS	£85.00	£17.00	£102.00	TO BE RATIFIED AT SEPT PCM	
Clerk's expenses	23:50	HP Ink 8 Jun-8 Jul 23	15/8/2023	BACS	£7.07	£1.42	£8.49	TO BE RATIFIED AT SEPT PCM	
Clerk's expenses	23:51	Book of first class stamps	15/8/2023	BACS	£4.19	£0.00	£4.19	TO BE RATIFIED AT SEPT PCM	
Clerk's Pension	23:52	Sept 23 (1-31 Aug 23)	8/9/2023	DD	[redacted]			TO BE RATIFIED AT SEPT PCM	
Clerk's expenses	23:53	Coronation plaque for water feature	15/8/2023	BACS	£15.60	£0.00	£15.60	TO BE RATIFIED AT SEPT PCM	
Corporate Cleaning Services	23:54	Dog Bin Collections 3-31 Jul 23	15/8/2023	BACS	£125.00	£0.00	£125.00	TO BE RATIFIED AT SEPT PCM	
CPS Grounds	23:55	Grounds Maintainence-field- Aug 23 (S106)	15/8/2023	BACS	£298.73	£59.75	£358.48	TO BE RATIFIED AT SEPT PCM	
VO Salary	23:56	Aug 23 (mth 5 Jul 23 hrs)	8/8/2023	BACS	[redacted]			TO BE RATIFIED AT SEPT PCM	
Clerk's Salary	23:57	Sept 23 (mth 5 Aug 23 hrs)	1/9/2023	SO	[redacted]			TO BE RATIFIED AT SEPT PCM	
Google Workspace	23:58	Google Workspace 1-31 Jul 23	7/8/2023	DD	£7.70	£0.00	£7.70	TO BE RATIFIED AT SEPT PCM	
HMRC	23:59	PAYE & NI - 6 Jul-5 Aug 2023 (mth 4)	15/8/2023	BACS	£65.68	£0.00	£65.68	TO BE RATIFIED AT SEPT PCM	
J.Merrick	23:60	Reimbursement for refurbishment of VH noticeboard	15/8/2023	BACS	£97.30	£19.45	£116.75	TO BE RATIFIED AT SEPT PCM	019/
Clerk's mobile phone	23:61	Monthly charge for Clerk's mobile phone - Aug 23	15/8/2023	BACS	£7.50	£0.00	£7.50	To be pd to Clerk as linked to personal mobile account (Tesco cannot separate). TO BE RATIFIED AT SEPT PCM	
Google Workspace	23:69	Google Workspace 1-31 Aug 23	7/9/2023	DD	£7.70	£0.00	£7.70	TO BE RATIFIED AT SEPT PCM	
				TOTAL TO BE RATIFIED	**£2,371.38**	**£158.62**	**£2,530.00**		

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
Clerk's expenses	23:62	HP Ink 9 Jun-8 Aug 23	11/9/2023	BACS	£3.74	£0.75	£4.49		
North Somerset Council	23:63	Recharge of Local Election expenses May 23	11/9/2023	BACS	£92.00	£0.00	£92.00		
Corporate Cleaning Services	23:64	Dog Bin Collections 4-25 Aug 23	11/9/2023	BACS	£100.00	£0.00	£100.00		
Siserone	23:65	Website hosting & email	11/9/2023	BACS	£190.00	£38.00	£228.00		
Glendale Countryside	23:66	Verge Maintenance (A370 footpath)	11/9/2023	BACS	£235.00	£47.00	£282.00		
Earth Anchors Ltd	23:67	New Noticeboard- Village Hall	11/9/2023	BACS	£1,311.00	£262.20	£1,573.20		
CPS Grounds	23:68	Grounds Maintainence-field- Sept 23 (S106)	11/9/2023	BACS	£298.73	£59.75	£358.48		
Clerk's Salary	23:70	Oct 23 (mth 6 Sept 23 hrs)	1/10/2023	SO	[redacted]				

HMRC	23:71	PAYE & NI - 6 Aug-5 Sept 2023 (mth 5)	11/9/2023	BACS	£60.88	£0.00	£60.88		
Clerk's Pension	23:72	Oct 23 (1-30 Sept 23)	6/10/2023	DD	[redacted]				
VO Salary	23:73	Sept 23 (mth 6 Aug 23 hrs)	12/9/2023	BACS					
				TOTAL TO BE AUTHORISED	**£3,426.66**	**£407.69**	**£3,834.35**		

Transfers (BBI Instant Account to Treasurer's Account

Details	**Date transferred**	**Amount**	**Notes**
For bills	9/8/2023	£2,000.00	
For bills	6/9/2023	£3,000.00	
	TOTAL		**£5,000.00**

Invoices out

Name	**Invoice no**	**Details**	**Invoice sent**	**Due date**	**Net Amount**