Flax Bourton Parish Council
Minutes of the Parish Council Meeting held on Monday 9th October 2023 commencing at 7.30pm in the Hall at Flax Bourton Primary School.

Those present were noted as Councillors: Andersson, Coombs, Crawford and Walker.
Minutes taken by Councillor Andersson in the absence of the Parish Clerk.

118(23) **Apologies and Reasons for Absence**
Apologies were received from Cllr Moss (diary clash) and the Parish Clerk (illness).

119(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.

120(23) **Public Forum Session**
Three members of the public were present. A resident asked for an update on the works to the drainage system outside Old Angel Cottage. Cllr Coombs reported that he had emailed the relevant department again last week and there were indications the work would proceed shortly. If the resident wished to write to the Parish Council, their concerns would be forwarded to North Somerset Council (NSC).

A resident asked about the progress of the Draft Local Plan and raised concerns about the effect of the potential developments at Grove Farm and Backwell Lake on traffic along the A370. Cllr Coombs responded that the final version of the Local Plan is due to be published following a meeting of the Executive Council on 18th October following which there will be a six week consultation period. The target number of new homes is now 15,500 and it is anticipated that none of these will be in the Green Belt. The link road from Nailsea to Backwell remains in the plan but there does not appear to be any funding for this. Also there are currently no traffic mitigation plans for the A370.

A member of the Hub group raised the idea of outdoor table tennis tables. Discussion followed about the possible positioning of the tables. The matter would be considered in the appropriate Agenda item. It was also discussed that the playing field is permitted green space and not included when the Hall is hired out. It was suggested that there could be a 15m perimeter around the Hall for use by guests.

121(23) **Minutes for Approval**
It was resolved to approve the minutes of the Parish Council Meeting held on 11th September 2023. Due to the absence of the Clerk, the Minutes were not available to sign tonight. **It was therefore agreed** that the Minutes would be signed at the next meeting.

122(23) **Finance and Personnel**

a) **It was resolved** to ratify the payments made since the last meeting on 11th September 2023 totalling **£7.70**
b) **Annual Governance & Accountability Return 2022-2023** – **Noted** and External Auditor's report **received**. Thanks were given to the Clerk
c) **Next year's Budget** – The Precept needs to be submitted in January. As Cllr Coombs will be away for the December meeting, **it was agreed** to try to finalise the Budget at the meeting on 13th November. Any final adjustments could be made at the January meeting. Councillors were requested to raise any Budget queries via email prior to the next meeting
Action: All Councillors
d) **Clerk's working from home allowance** – After discussion, **it was agreed** not to pay the Clerk a working from home allowance this winter. It was paid last year

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Chair …… **Date**……..

due to the fuel crisis. **It was agreed** to review the Clerk's salary at her annual review

e) **It was resolved** to approve the new invoices totalling **£2009.91** for online payment. The Bank Reconciliation, monthly accounts statement and the Payments and Receipts Schedule were also **received and approved**.

123(23) **Planning**
No planning applications to discuss.

124(23) **North Somerset Council Local Plan 2038**
Prior to the meeting, Cllr Moss emailed an update to all. **Received and noted**.

125(23) **Biodiversity Duty**
The outline Biodiversity policy and action plan produced by Cllr Andersson **was noted and will be amended** as suggested by Cllr Moss in the email circulated to all prior to the meeting. Cllr Andersson reported that for our size, our plans were in line with other Parish Councils. **It was agreed** that Cllr Andersson would contact Avon Wildlife Trust, to arrange a survey of the playing fields, and neighbouring Parish Councils to explore the option of joint working.
Action: Cllr Andersson.

126(23) **Flooding**
Previously covered (item 120). Report **noted**.

127(23) **Flax Bourton Hub**

a) **Update** – Covered in Agenda items below
b) **Use of the field** – After discussion, **it was agreed** that the Council would produce a guidance note for the use of the field and would consider the request to include a perimeter around the Hall in conjunction with the use of the Hall
c) **External table tennis tables** – The request to install one or more external tennis table tables was **agreed in principle** subject to precise agreement on positioning
d) **Lighting and sound improvements to the Village Hall** – **It was noted** that the lighting and sound improvements have been completed.

128(23) **Highways**

a) **A370 Safety Scheme** – Cllr Coombs reported that work associated with the change of speed limits was hopefully going to start in January. However, work on the crossing points, pavements etc was budget dependent. Cllr Andersson asked how we co-ordinate the installation of the gateways with the council work. Cllr Andersson is awaiting a response from Highways
Action: Cllr Andersson
b) **Pavements and Footpaths** – No update
c) **Public Rights of Way** – No update
d) **Stancombe Lane waste bin** – Cllr Coombs reported that Stancombe Quarry have agreed that the bin is their property and they will take responsibility for emptying it. **It was agreed** that the Village Orderly should be asked to continue to monitor the situation
Action: Clerk
e) **Safe route to school** – The route has been improved by the work carried out for the Parish Council by Glendale, however, the footpath remains very narrow where the grass has grown over it and is impassable for wheelchairs and buggies. **It was agreed** that a definitive documented agreement with NSC is necessary and Cllr Coombs will ask District Councillor Waite to assist the Parish Council to pursue this.
Action: Cllr Coombs.

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129(23) **Quarry (Tarmac)**
The new Quarry Manager has agreed to walk through the village to see what can be done about keeping the pavements as well as the road clean. This will help to prevent the drains becoming blocked. Cllr Crawford asked to be included.
Action: Cllrs Coombs and Andersson.

130(23) **Festival Way Crossings Safety Improvements**
The consultant has confirmed there cannot be a stop sign at Station Road without lighting which they feel would be inappropriate and, similarly, no 20mph limit. Cllr Coombs suggested that it might be possible to have a 20mph zone. All Councillors felt that it was desirable for "stop" to be painted on the path. It was agreed that the best way forward was to discuss with District Councillor Waite.
Action: Cllr Coombs.

131(23) **Corporate Plan & Budget Engagement Survey**
After discussion, all Councillors felt that the survey was not created with Parish Councils in mind and a more structured inquiry from NSC has been requested. **It was agreed** that this request should be followed up. **It was further agreed** that all Councillors who are able to should attend the related roadshow on Friday 13th October.
Action: **Cllr Coombs**

132(23) **Noticeboards**
The Hub may be able to install the new notice board. If the refurbished board then becomes free, Cllr Crawford has a contact that may be able to install that at the Post Office Lane site, enabling the other boards there to be renovated.

133(23) **Coronation**
The company supplying the water feature has confirmed that it is now out of stock and they will refund payment. A new water feature will need to be chosen by the School.
Action: **Clerk**

134(23) **Stancombe Quarry Fund**
Cllr Coombs reported that the Parish Council's application for a grant has been approved by Stancombe Quarry Fund. The amount awarded is **£3583.68**.

135(23) **Clerk's Report**
Noted.

136(23) **Date of the Next Meeting**
It was noted that the date of the next **Parish Council Meeting** is **Monday 13th November 2023** (in the **School Hall** at **Flax Bourton Primary School**) at 7.30pm.

Meeting ended 20:55

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Chair …… **Date**……..

FLAX BOURTON PARISH COUNCIL

PAYMENT SCHEDULE: PAYMENTS & RECEIPTS FOR PARISH COUNCIL MEETING ON 9 OCT 2023

Receipts

Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
Lloyds Bank	23:R12	Bank interest (Sept 23)	11/9/2023	BACS	£73.45	£0.00	£73.45		N/A
Flax Bourton Hub	23:R13	Reimbursement for School Hall hire (payment 2)	26/9/2023	BACS	£140.00	0	£140.00	Second payment, first payment was made in Jul 23 (total hire cost £220.00).	168(22) a)/076 (23) d)/
			TOTAL		**£213.45**	**£0.00**	**£213.45**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
Clerk's mobile phone	23:74	Monthly charge for Clerk's mobile phone - Sept 23	9/10/2023	BACS	£7.50	£0.00	£7.50	Invoice arrived too late for Sept meeting so there are two payments this month for Sept & Oct (see 23:85). To be pd to Clerk as linked to personal mobile account [redacted]	
Clerk's expenses	23:75	HP Ink 9 Aug-8 Sept 23	9/10/2023	BACS	£3.74	£0.75	£4.49		
Flax Bourton Primary	23:76	Hall Hire for PCM Apr-Jul 23 (payment 2)	9/10/2023	BACS	£140.00	£0.00	£140.00	2nd payment (total hire cost £220.00).	
BDO LLP	23:77	External Audit fee 2022-23	9/10/2023	BACS	£210.00	£42.00	£252.00		
VO Salary	23:78	Oct 23 (mth 7 Sept 23 hrs)	10/10/2023	BACS	[redacted]				
HMRC	23:79	PAYE & NI - 6 Sept-5 Oct 2023 (mth 6)	9/10/2023	BACS	£71.88	£0.00	£71.88		
Clerk's Salary	23:80	Nov 23 (mth 7 Oct 23 hrs)	1/11/2023	SO	[redacted]				
Google Workspace	23:81	Google Workspace 1-30 Sept 23	7/10/2023	DD	£7.70	£0.00	£7.70		
CPS Grounds	23:82	Grounds Maintainence-field- Oct 23 (S106)	9/10/2023	BACS	£298.73	£59.75	£358.48		
Clerk's Pension	23:83	Nov 23 (1-31 Oct 23)	9/11/2023	DD	[redacted]				
Corporate Cleaning Services	23:84	Dog Bin Collections 4-25 Sept 23	9/10/2023	BACS	£100.00	£0.00	£100.00		
Clerk's mobile phone	23:85	Monthly charge for Clerk's mobile phone - Oct 23	9/10/2023	BACS	£7.50	£0.00	£7.50	To be pd to Clerk as linked to personal mobile account [redacted]	
				TOTAL	**£1,915.12**	**£102.49**	**£2,017.61**		

Transfers (BBI Instant Account to Treasurer's Account

Details	Date transferred	Amount	Notes
Reimbursement from the Hub for school hall hire (payment 2)	26/9/2023	£140.00	
For bills	3/10/2023	£2,000.00	
TOTAL		**£2,140.00**	

Invoices out

Name	Invoice no	Details	Invoice sent	Due date	Net Amount	VAT	Total	Notes
Flax Bourton Hub	FBH 2	Reimbursement for School Hall hire (payment 2)	18/9/2023	9/10/2023	£140.00	0	£140.00	See Receipt 23:R13/ Payment 23: 76.