Flax Bourton Parish Council
Minutes of the Parish Council Meeting held on Monday 13th November 2023 commencing at 7:30pm in the Hall at Flax Bourton Primary School.

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

137(23) **Apologies and Reasons for Absence**
None. All present.

138(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.

139(23) **Public Forum Session**
No members of the public present.

140(23) **Minutes for Approval**
It was resolved to approve the minutes of the Parish Council Meeting held on 9th October 2023. The minutes of the Parish Council Meeting held on 11th September were also signed, as agreed at the Meeting on 9th October.

141(23) **Finance and Personnel**

a) **It was resolved** to ratify the payments made since the last meeting on 9th October 2023 totalling **£7.70**
b) **Next year's Budget** – Following discussion, final adjustments were **agreed**. The uncertainty regarding the A370 Safety Scheme and impact this could have on the budget as noted. Cllr Coombs reported that a member of the North Somerset Neighbourhood Traffic and Road Safety Engineering team has agreed to walk through the village with Councillors to see the safety issues firsthand. **It was resolved** to approve the budget at the December meeting. The Clerk will update the budget spreadsheet and circulate prior to the meeting
Action: Clerk
c) **Bank signatories** – Cllr Moss raised that there was an error on the mandate form. Subject to this error being rectified, **it was resolved** to change the number of bank signatories from two to three
Action: Clerk
d) **Community Infrastructure Levy (CIL) report** – **Received and approved**
e) **Debit/credit card** – After discussion, **it was agreed** to proceed with sourcing a debit card for the Parish Council. **It was further agreed** that payments up to £100.00 would not require authorisation. Payments over £100.00 will need to be authorised by two Councillors before a payment is made
Action: Clerk
f) **SLCC membership renewal** – **It was agreed** to renew the Clerk's SLCC membership
g) **New rates of pay** – **It was resolved** to accept and approve the new rates of pay for both the Clerk and Village Orderly. Cllr Crawford and the Clerk are liaising regarding the backdated pay owed to the Clerk and the Village Orderly. These figures will be circulated to Councillors as soon as they are finalised
Action: Clerk and Cllr Crawford
h) **It was resolved** to approve the new invoices totalling **£1759.03** for online payment. The Bank Reconciliation, monthly accounts statement, Cashbook and the Payments and Receipts Schedule were also **received and approved**.

APPROVED AND SIGNED BY THE CLERK

Chair …… **Date**……..

142(23) **Planning**

To receive and comment on planning application/s as Support, Object or Neutral:

a) **23/P/2146/AOC – HM Coroner Public Mortuary, Court House** – Noted
b) **23/P/2373/AOC – HM Coroner Public Mortuary, Court House** – Noted
c) **23/P/2270/FUH – White Cottage, Main Road** – Support.

143(23) **North Somerset Council Local Plan 2038**

Following the meeting of the North Somerset Council Executive on 18th October, Cllr Moss emailed an update to all. **Received and noted**. Cllr Moss noted that the final version of the Local Plan has not been published yet. District Cllr Waite informed the Council that the Local Plan is due to be published by the end of this month and a six week consultation period will follow. Cllr Moss noted that transport is likely to be the main concern for Flax Bourton, however, the transport aspect of the plan will not be ready until the Spring, after the Consultation period has ended. All present expressed disappointment and frustration.

Cllr Moss also raised the possible impact which may be caused by the Bus Service Improvement Plan (BSIP). At present, there is little indication that there will be changes within Flax Bourton, however there are changes planned for Backwell which would impact Flax. All expressed concern. Cllr Moss asked District Cllr Waite for an update on plans by a company to build a business campus near Long Ashton. District Cllr Waite reported that a planning application has been submitted this week through the usual process. This is not part of the Local Plan.

144(23) **Biodiversity Duty**

Cllr Andersson distributed a draft Biodiversity strategy prior to the meeting. Cllr Andersson is meeting with Avon Wildlife to survey the playing fields. District Cllr Waite suggested contacting The LANCE Trust (Long Ashton Nature Community and Environment Trust) to share ideas.

Action: Cllr Andersson.

145(23) **Flooding**

Cllr Coombs noted that it was pleasing to see that the three main areas where work has been carried out to improve drainage recently, have not flooded during the recent heavy rain. Unfortunately, Bourton Coomb has flooded again. Repairs were made by Highways last year but haven't been maintained so the culvert is blocked with debris once again. Cllr Coombs has reported to North Somerset Council. **It was agreed** that the subject of the railway holding ponds should be put back on the Agenda.

146(23) **Flax Bourton Hub**

a) **Update** – Covered in Agenda items below
b) **Cycle security** – A local group who regularly use the hall have asked about facilities to secure bikes. It was felt that there was nowhere suitable to install bike racks but rings may be an option. **It was agreed** that this enquiry should be passed to the Hub to consider; Cllr Coombs will raise this at the next Hub Trustee meeting
Action: **Cllr Coombs**
c) **Repairs to the manhole cover and drainage works** – Cllr Coombs updated that the Clerk has contacted the Hub to ask them to request a quote just for the manhole cover. Cllr Moss raised that the damage may have been caused by grass cutting and it would be advisable to see if the cover could be lowered to prevent further damage. The quoted for drainage works were discussed and **it was agreed** that there is no budget for this level of work
d) **Lease for the Village Hall** – Cllr Coombs reported that the Hub income levels are healthy and we should proceed with formalising a lease. **It was agreed** that Cllr Coombs will raise this at the next Hub Trustee meeting
Action: **Cllr Coombs**
e) **Damaged goal post** – Cllr Coombs reported that the goal post has been replaced
f) **External table tennis tables** – No update.

APPROVED SIGNED COPY HELD BY THE CLERK

Chair …… **Date**……..

147(23) **Highways**

a) **A370 Safety Scheme update** – Covered under Agenda item 141b)

i. **To approve expenditure of the grant funding for the Speed Indicator Signs and village entryways** – After discussion, **it was resolved** to purchase two Speed Indicator Signs at a cost of £2,850 each using grant funding as follows:

- Stancombe Quarry Grant for road improvements – **£4,000** (entire amount)
- Grant from Bristol Airport Fund – **£1,700**

It was agreed that the remaining £300 from the Bristol Airport Fund would be put in the Highways budget for 2024-25.
After discussion, **It was resolved** to approve the expenditure of the Stancombe Quarry Grant for the village entryways and the preferred design of the entryways was chosen.

Action: Clerk

b) **Pavements and Footpaths** – Cllr Andersson noted that Glendales next visit needs to be arranged for early 2024. **It was agreed** that Cllr Andersson would liaise with Glendales
Action: **Cllr Andersson**

c) **Public Rights of Way** – Cllr Coombs reported that he is awaiting a response from the Quarry Manager. Cllr Andersson reported that she is following up on the closed Public footpath

d) **Stancombe Lane waste bin** – The Clerk informed members that the Village Orderly has reported that the bin is still only being emptied by him. It was agreed that the Village Orderly should be asked not to empty the bin only to monitor
Action: Clerk

e) **Safe route to school** – Cllr Coombs reported that the pavement from Flax to Backwell Farleigh is fairly clear but still impassable for wheelchairs and buggies. **It was agreed** to arrange a meeting with Backwell Parish Council to discuss options at an appropriate time.
Action: Clerk.

148(23) **Quarry (Tarmac)**
No update other than that covered under Agenda items 147 c) and d).

149(23) **Noticeboards**
No update from the Hub on installation of the new notice board. **It was agreed** that the Clerk will contact the Hub for an update.

150(23) **Coronation**
Prior to the meeting, the Clerk had circulated an email confirming that the company have processed a refund. As there was no facility to pay by bank transfer, the water feature was purchased using the Clerk's personal credit card and the payment has therefore been refunded to the credit card. The Clerk has contacted the school to request that they source a new water feature. The Clerk will continue to follow this up. All agreed that this situation validates the need for a Parish Council debit card as discussed under Agenda item 141 e).
Action: **Clerk**

151(23) **Communications**
Cllr Moss reported that she has been in contact with the new editor of the Village magazine to discuss a possible summary of Minutes/meetings by the Parish Council. Councillors discussed promoting the Google Group through the magazine. It was noted that some residents have found it difficult to access so including step-by-step instructions in the magazine was suggested. It was agreed that Cllr Moss would continue to liaise with the new editor.
Action: **Cllr Moss**

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Chair …… **Date**……..

152(23) **Clerk's Report**
Noted.

153(23) **Confidential items**
Exclusion of the press and public. (The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of Agenda item 153 a) and b) by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960).

Clerk left the room

154(23) **Staff Matters**

a) **Clerk's appraisal** – Members were informed that the Clerk's appraisal had taken place. Noted
b) **To discuss the review of the Clerk's Salary** – The recommendation of the annual review of the Clerk's salary was received and **approved**.

Clerk returned to the meeting

155(23) **Date of the Next Meeting**
It was noted that the date of the next **Parish Council Meeting** is **Monday 11th December 2023** (in the **School Hall** at **Flax Bourton Primary School**) at 7:30pm. As Cllr Coombs will be on holiday, **it was agreed** that the Council will appoint a Councillor to Chair proceedings at the start of the meeting.

Meeting ended 21:40

APPROVED – SIGNED COPY HELD BY THE CLERK

Chair …… **Date**……..

FLAX BOURTON PARISH COUNCIL

PAYMENT SCHEDULE: PAYMENTS & RECEIPTS FOR PARISH COUNCIL MEETING ON 13 NOV 2023

Receipts

Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
Lloyds Bank	23:R14	Bank interest (Oct 23)	9/10/2023	BACS	£79.55	£0.00	£79.55		N/A
NSC/Stancombe Quarry Fund	23:R15	Grant for village gateways	31/10/2023	BACS	£3,583.68	£0.00	£3,583.68		134
				TOTAL	**£3,663.23**	**£0.00**	**£3,663.23**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
Clerk's expenses	23:86	HP Ink 9 Sept-8 Oct 23	13/11/2023	BACS	£3.74	£0.75	£4.49		
GB Sport	23:87	Sept 23 quarterly inspection	13/11/2023	BACS	£30.00	£6.00	£36.00		
Clerk's Salary	23:88	Dec 23 (mth 8 Nov hrs)	1/12/2023	SO	[redacted]				
CPS Grounds	23:89	Grounds Maintainence-field- Nov 23 (S106)	13/11/2023	BACS	£298.73	£59.75	£358.48		
Google Workspace	23:90	Google Workspace 1-31 Oct 23	7/11/2023	DD	£7.70	£0.00	£7.70		
Corporate Cleaning Services	23:91	Dog Bin Collections 2-30 Oct 23	13/11/2023	BACS	£125.00	£0.00	£125.00		
Clerk's mobile phone	23:92	Monthly charge for Clerk's mobile phone - Nov 23	13/11/2023	BACS	£7.50	£0.00	£7.50	To be pd to Clerk as linked to personal mobile account [redacted]	
NEST: Clerk's Pension	23:93	Dec 23 (1-30 Nov 23)	13/11/2023	DD	[redacted]				
SLCC	23:94	Accessibility webinar (Clerk)	13/11/2023	BACS	£45.00	£9.00	£54.00		
VO Salary	23:95	Nov 23 (mth 8 Oct 23 hrs)	14/11/2023	BACS	[redacted]				
HMRC	23:96	PAYE & NI -6 Oct- 5 Nov 23 (mth 7)	13/11/2023	BACS	£94.28	£0.00	£94.28		
				TOTAL	**£1,691.24**	**£75.49**	**£1,766.73**		

Transfers (BBI Instant Account to Treasurer's Account

Details	Date transferred	Amount	Notes
For bills	8/11/2023	£2,000.00	
		TOTAL	**£0.00**

Invoices out

Name	Invoice no	Details	Invoice sent	Due date	Net Amount	VAT	Total	Notes