Flax Bourton Parish Council
Minutes of the Parish Council Meeting held on Monday 11th December 2023 commencing at 7:30pm in the Hall at Flax Bourton Primary School.

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

156(23) **Apologies and Reasons for Absence**
Cllr Coombs (holiday) and District Cllr Waite. **It was agreed** that in the absence of Cllr Coombs (Chair), this meeting would be Chaired by Cllr Crawford.

157(23) **Declarations of interests from members regarding the Agenda**
None.

158(23) **Public Forum Session**
1 member of the public present. The resident expressed strong concerns regarding the Local Plan and North Somerset's Bus Service Improvement Plan (BSIP) , particularly the increased pressure both would bring to the roads. **It was agreed** to move Agenda items 162 and 163 items forward.

Cllr Walker arrived at 7.35pm. Gave apologies for being delayed and joined the meeting

162(23) **North Somerset Council Local Plan 2038**
Cllr Moss provided an update. The Draft Local Plan pre-submission plan has been published and the six week consultation period is now open. Cllr Moss has spoken to Cllr Barclay from Backwell Parish Council and she updated the meeting on common concerns. **It was agreed** that Cllr Moss should start to draft responses for final discussion and agreement, hopefully with input from local residents attending, at the next meeting on 8th January 2024.

163(23) **North Somerset Council's Bus Service Improvement Plan (BSIP)**
Cllr Moss reported that there was a recent meeting in Backwell regarding BSIP. Although unable to attend, Cllr Moss understands that a large number of Backwell residents attended and expressed their unhappiness with the proposals. After discussion, **it was agreed** that Cllr Moss would continue to liaise with Backwell Parish Council and would prepare a response from Flax Bourton Parish Council and circulate to all Councillors.

159(23) **Minutes for Approval**
It was resolved to approve the minutes of the Parish Council Meeting held on 13th November 2023.

160(23) **Finance and Personnel**

a) **It was resolved** to ratify the payments made since the last meeting on 13th November 2023 totalling **£6,835.34**
b) **Next year's Budget** – An updated Budget spreadsheet was circulated by the Clerk prior to the meeting. Cllr Crawford reported that she and Cllr Coombs had gone through the Budget and final adjustments had been made. The Budget will be ready to be approved at the January meeting. Cllr Walker gave thanks for all the work on the Budget
Action: Clerk
c) **Backdated pay calculations for the Clerk and Village Orderly** – **Received and approved**
d) **It was noted** that the Village Orderly's timesheet for November had not been received before the meeting and therefore payment of his salary for December, and HMRC PAYE/NI payment for November-December, would be ratified at the next meeting. **It was resolved** to approve the new invoices totalling **£4,102.55** for online payment. The Bank Reconciliation, monthly accounts statement, Cashbook and the Payments and Receipts Schedule were also **received and approved**.

Chair …… **Date**……..

161(23) **Planning**

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

a) **23/P/2185/FU2 – Land SW Of Long Ashton Park And Ride Off Gurney Roundabout (A370) And Colliters Way Long Ashton** – Object on the grounds that it is greenbelt land and there is therefore a presumption against development
b) **23/P/2385/FUH– 10 Orchard Close, Flax Bourton, BS48 3QX** – Support
c) **23/P/2512/FUH – 68 Rosemount Road, Flax Bourton, BS48 1UQ** – Support.

In addition, a new application was received this morning and **it was agreed** to consider the application at this meeting:

a) **23/P/2701/FUH – 11 Clevedon Road, Flax Bourton, BS48 1NQ** – After discussion, **it was agreed** to request an extension to the deadline due to not all documents referred to in the application being available.

164(23) **Biodiversity Duty**

Cllr Andersson reported that she had recently met with the Avon Wildlife Trust (AWT). The resulting survey by AWT was circulated to all prior to the meeting. Cllr Andersson has also contacted North Somerset Council for further advice. **It was agreed** that the draft Biodiversity Policy should be published on the Parish Council's website.

Action: Cllr Andersson/Clerk

165(23) **Flooding**

Cllr Coombs circulated a report prior to the meeting. **Noted**. It was understood that NSC had cleared the blockage at Bourton Combe however, it appears that this may have been carried out by a resident. **It was agreed** that Cllr Coombs should speak to the resident on his return from holiday. Cllr Moss reported that NSC have cleared pipes behind her property which seems to have improved drainage. Cllr Moss noted that there had been a large puddle outside Old Angel Cottage following recent heavy rain however, it appeared to clear quickly. Cllr Crawford noted that the works to improve flooding by NSC appear to have largely been successful.

Action: Cllr Coombs

166(23) **Flax Bourton Hub**

a) **Update** – Cllr Coombs circulated a report prior to the meeting. **Noted**
b) **Repairs to the manhole cover and drainage works** – The Hub have confirmed that the contractor has declined to quote for just repairing the manhole cover as it is too small a job. **It was agreed** that the Clerk contact the Hub to request that they source quotes from smaller contractors.
Action: **Clerk**

167(23) **Highways**

a) **A370 Safety Scheme update** – Cllr Coombs circulated a report prior to the meeting. **Noted**. Cllr Andersson raised that safe crossings should be a priority
b) **Pavements and Footpaths** – Cllr Andersson updated that she has been in contact with Glendales to arrange their next visit for February. Cllr Andersson has instructed Glendales to focus on clearing the verge to widen the pavement and make it more accessible for wheelchair users and pushchairs
Action: **Cllr Andersson**
c) **Public Rights of Way** – Cllr Coombs circulated a report prior to the meeting. **Noted**. Cllr Andersson reported that she has contacted NSC to request a copy of a 1985 map showing the closed public footpath
Action: **Cllr Andersson**

Chair …… **Date**……..

d) **Stancombe Lane waste bin** – The Clerk informed members that as the Village Orderly's monthly timesheet has not been received, no update can be provided this month.
Action: Clerk

168(23) **Quarry (Tarmac)**
Cllr Coombs circulated a report prior to the meeting. **Noted**.

169(23) **Noticeboards**
No update from the Hub on installation of the new notice board. Clerk has sent a reminder email.
Action: Clerk

170(23) **Coronation**
The school has now selected a new water feature. The Clerk informed Councillors via email prior to the meeting and ordered the water feature. Notification has been received that the water feature will soon be delivered. There is a difference in cost of **£54.03** (the original water feature was **£365.98**, the new one is **£311.95**). As payment was made on the Clerk's personal credit card, the Clerk has transferred a refund of **£54.03** to the Parish Council as shown on this month's Payments and Receipts Schedule.

171(23) **Communications**
Cllr Moss reported that she has spoken with the new editor of the Village magazine again and, from January, the magazine will be quarterly rather than monthly. The Parish Council will have an A5 page in each edition and Cllr Moss has forwarded the deadline dates to the Clerk. Cllr Crawford suggested that members take it in turn to submit an entry.

172(23) **Clerk's Report**
Noted. The Clerk reported that she had checked the paperwork for the defibrillators and both are under warranty until February 2026. The Clerk recommended that the cost to replace both batteries be included in the 2025-26 Budget.

173(23) **Date of the Next Meeting**
It was noted that the date of the next **Parish Council Meeting** is **Monday 8th January 2023** (in the **School Hall** at **Flax Bourton Primary School**) at 7:30pm.

Meeting ended 20:50

Chair …… **Date**……..

FLAX BOURTON PARISH COUNCIL

160 d) PAYMENT SCHEDULE: PAYMENTS & RECEIPTS FOR PARISH COUNCIL MEETING ON 11 DEC 2023

Receipts

Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
Clare Melton	23:R17	Partial refund for water feature	08/12/2023	BACS	£54.03	£0.00	£54.03	Supplier failed to deliver original order (invoice 23:48) and item then out of stock. Refund issued onto Clerk's credit card. School chose new water feature and Clerk paid on credit card (invoice 23:110). There is a difference in cost of £54.03 (the original water feature was £365.98, the new one is £311.95) so Clerk has transferred a refund of £54.03 to the PC.	020/093/133/150
				TOTAL	**£54.03**	**£0.00**	**£54.03**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
Clerk's Salary	23:88	Dec 23 (mth 8 Nov hrs) plus backdated payrise to 1 Apr 23	01/12/2023	SO	[redacted]				141 g)
NEST: Clerk's Pension	23:93	Dec 23 (1-30 Nov 23)	8/12/2023	DD					141 h)
Clerk's expenses	23:97	HP Ink 9 Oct-8 Nov 23	11/12/2023	BACS	£3.74	£0.75	£4.49		
J.A.C.S Ltd	23:98	Village gateways x 4 plus delivery charge	11/12/2023	BACS	£2,000.00	£400.00	£2,400.00		147 a) i
SLCC	23:99	Membership renewal for Clerk	11/12/2023	BACS	£177.00	£0.00	£177.00		141 f)
Clerk's expenses	23:100	Printer paper (Amazon)	11/12/2023	BACS	£5.49	£0.00	£5.49		
Simmons Signs	23:101	Vehicle Activated Speen Signs x 2	28/11/2023	BACS	£5,689.70	£1,137.94	£6,827.64		147 a) i
HMRC	23:102	6 Nov- 5 Dec 23 (mth 8) + backdated pay	11/12/2023	BACS	£336.30	£0.00	£336.30	[redacted]	
Clerk's Salary	23:104	Jan 24 (mth 9 Dec 23 hrs) new payrate	01/01/2024	SO	[redacted]				
Corporate Cleaning Services	23:105	Dog Bin Collections 6-27 Nov 23	11/12/2023	BACS	£100.00	£0.00	£100.00		
CPS Grounds	23:106	Grounds Maintainence-field- Dec 23 (S106)	11/12/2023	BACS	£298.73	£59.75	£358.48		
Clerk's mobile phone	23:107	Monthly charge for Clerk's mobile phone - Dec 23	11/12/2023	BACS	£7.50	£0.00	£7.50	To be pd to Clerk as linked to personal mobile account [redacted]	
Google Workspace	23:108	Google Workspace 1-30 Nov 23	07/12/2023	DD	£7.70	£0.00	£7.70		
NEST: Clerk's Pension	23:109	Jan 24 (1-31 Dec 23)	9/1/2024	DD	[redacted]				
Clerk's expenses	23:110	Sphere water feature for FBPS to commemorate the Coronation (replacement)	11/12/2023	N/A	£0.00	£0.00	£0.00	Showing as 0.00 payments as supplier failed to deliver original order (invoice 23:48) and item then out of stock. Refund issued onto Clerk's credit card. School chose this new water feature and Clerk paid on credit card. There is a difference in cost of £54.03 (the original water feature was £365.98, the new one is £311.95) so Clerk has transferred a refund of £54.03 to the PC.	020/093/133/150
VO Salary	23:95	Dec 23 (mth 9 Nov 23 hrs) plus backdated payrise to	14/11/2023	BACS	[redacted]				
				TOTAL	**£11,334.91**	**£1,598.43**	**£12,933.34**		

Transfers (BBI Instant Account to Treasurer's Account

Details	Date transferred	Amount	Notes
For 2 x Vehicle Activated Signs	28/11/2023	£7,000.00	Invoice 23:101
For bills	11/12/23	£2,000.00	
		TOTAL	**£9,000.00**

Invoices out

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