Flax Bourton Parish Council
Minutes of the Parish Council Meeting held on Monday 12th February 2024 commencing at 7:30pm in the Hall at Flax Bourton Primary School.

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

183(23) **Apologies and Reasons for Absence**
Cllr Andersson (ill) and District Cllr Waite.

184(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.

185(23) **Public Forum Session**
No members of the public present.

186(23) **Minutes for Approval**
It was resolved to approve and sign the minutes of the Parish Council Meeting held on 18th January 2024. The minutes of the Parish Council Meeting held on 11th December 2023 (approved at the Parish Council Meeting held on 18th January 2024) were also signed.

Cllr Walker arrived at 7.40pm. Gave apologies for being delayed and joined the meeting

187(23) **Finance and Personnel**

a) The Payments and Receipts Schedule for January 2024 was **received and approved**. **It was resolved** to ratify the payments made since the meeting on 9th October 2023 totalling **£2968.74**

b) The Lloyds Business Debit Card application form was signed by Cllrs Coombs, Crawford and Moss. The Clerk will also sign and submit the application. **It was agreed** that for purchases up to £100.00, no second authorisation will be required

c) **Google Workspace** – After discussion, **it was agreed** to switch to annual subscription at a cost of **£8.40** per month
Action: Clerk

d) **Manhole covers quote** – **It was agreed** to accept the quote of **£774.00 including VAT** for the repair of three manhole covers in the grounds of the Village Hall. Cllr Coombs raised that there is a rectangular manhole cover close to the pavement which is considered to be a trip hazard and in need of attention, but may be the responsibility of one of the Utilities. **It was agreed** to also request a quote from the contractor for this if it is found to be the responsibility of the Parish Council
Action: Clerk

e) **Noticeboard removal/installation quote** – Both the Parish Council and the Hub have attempted to obtain three quotes for comparison. Only one contractor submitted a quote for consideration. **It was noted** that the Clerk has requested an amended quote from this contractor as they have quoted for the installation of two noticeboards not one. **It was agreed, in principle, to accept** the quote (subject to amendment) of **£295.00 including VAT** to remove the two existing noticeboards (to be retained for reuse) and instal the new noticeboard outside the Village Hall

f) **It was noted** that there has been a payroll error which the Clerk is trying to resolve. A confirmed amount for the Clerk's monthly pay and the amount due to HMRC will therefore need to be ratified at the next meeting. **It was resolved** to approve the new invoices totalling **£1851.55** for online payment. The Bank Reconciliation, monthly accounts statement, Cashbook and the Payments and Receipts Schedule were also **received and approved**.

APPROVED – SIGNED COPY HELD BY THE CLERK

Chair …… **Date**……..

188(23) **Planning**

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

a) **23/P/2746/TPO – 7 Morgan Place, Flax Bourton, BS48 1UJ** – Neutral
b) **23/P/2787/FUH – 15 Parsons Mead, Flax Bourton, BS48 1UH** – Neutral
c) **23/P/2618/OU2 – Land At Grove Farm West Town Road Backwell** – Object. Cllr Moss drafted a response which was circulated prior to the meeting. After discussion, minor amendments were made and **it was agreed** that Cllr Moss would send the final version to the Clerk for submission

189(23) **North Somerset Council Local Plan 2038**

Cllr Moss reported that there is little to update at the moment. Cllr Moss submitted the Parish Council's response before the deadline, a difficult process due to the design of the consultation.

190(23) **North Somerset Council's Bus Service Improvement Plan (BSIP)**

Cllr Moss reported that there is no information yet on the results of the consultation.

191(23) **Biodiversity Duty**

Cllr Andersson circulated a report prior to the meeting. No update. The Clerk reported that the Draft Biodiversity Strategy is now on the website.

Action: Cllr Andersson/Clerk

192(23) **Flooding**

a) Cllr Coombs reported that there is little to update at the moment. Cllr Walker noted that there appears to be a blocked drain again by the cemetery
b) **Holding Ponds** – Cllr Coombs reported that he has written to the Flood Officer requesting an update. **It was noted** that the railway flooded in January so the holding ponds may become a priority for National Rail as a result.

193(23) **Flax Bourton Hub**

a) **Update** – Cllr Coombs reported that the Hub finances have suffered in the last year, namely due to high energy costs. The Councillors praised the hard work and progress that the Hub volunteers have made in difficult times. After discussion, **it was agreed** that an informal meeting between members of the Parish Council and the Hub should be arranged. The Councillors discussed the current Memorandum of Understanding (expires September 2024), separate use of the field and the proposed formal lease. Due to the current situation, **it was agreed** not to make any changes at the moment to the agreement between the Parish Council and the Hub
b) **Option of Electric Vehicle Chargers** – After discussion, **it was agreed** not to progress this matter.
c) **Lease and use of the field** – Covered under item 193 a)
d) External Table Tennis tables – Cllr Coombs reported that the external table tennis tables have been installed by the Hub and appear to be being well used. **It was agreed** that the Parish Council's insurers should be notified.

Action: **Clerk**

194(23) **Highways**

a) **A370 Safety Scheme update** – Cllr Coombs reported that there are no confirmed dates yet for the works to begin. **It was noted** that the existing scheme covers only improvements regarding speed, not pedestrian safety. All agreed that pedestrian safety must be kept as a priority going forwards
b) **Pavements and Footpaths** – Cllr Andersson circulated a report prior to the meeting. Cllr Andersson has contacted NSC and requested that the broken gate at the end of Post Office Lane be replaced

Action: **Cllr Andersson**

APPROVED – SIGNED COPY FILED BY THE CLERK

Chair …… **Date**……..

c) **Public Rights of Way** – Cllr Andersson circulated a report prior to the meeting. **Noted**.

d) **Stancombe Lane waste bin** – The Clerk informed members that the Village Orderly has reported that the bin is still not being emptied by Tarmac. It was also noted that there are Tarmac lorries speeding through the village. **It was agreed** that Cllr Coombs will raise both these issues at the next liaison meeting with the Quarry
Action: Cllr Coombs

e) **Safe route to school** – Cllr Andersson circulated a report prior to the meeting. **Noted**. Cllr Andersson has arranged a walk to Backwell with Dave Holtby in March regarding a safe route to school. Councillors noted that the clearing of the pavements by Glendales has helped the route to school and that similar clearance will be needed on the other side when Glendales next visit in August/September

195(23) **Quarry (Tarmac)**
Cllr Coombs reported that he is still waiting for the Quarry Manager to confirm a date to walk through the village with him.

196(23) **Flower bed on Post Office Lane**
After discussion, **it was agreed** that this project should be put on hold for the moment. Whilst this is a key project for improving the visual impact of the village, currently, any grant applications need to be prioritised for urgent projects such as pedestrian safety improvements.

197(23) **Meeting dates for 2024-25**
It was agreed to approve the proposed dates for Parish Council Meetings from April 2024 to March 2025. The venue is still to be confirmed.

198(23) **Clerk's Report**
Noted.

199(23) **Date of the Next Meeting**
It was noted that the date of the next **Parish Council Meeting** is **Monday 11th March 2024** (in the **School Hall** at **Flax Bourton Primary School**) at 7:30pm.

Meeting ended 21:00

APPROVED – SIGNED COPY HELD BY THE CLERK

Chair …… **Date**……..

FLAX BOURTON PARISH COUNCIL

PAYMENT SCHEDULE: PAYMENTS & RECEIPTS FOR JANUARY 2024 – TO BE RATIFIED

Receipts

Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
Lloyds Bank	23:R18	Bank interest December 23	11/12/2023	BACS	£95.28	£0.00	£95.28		
Lloyds Bank	23:R19	Bank interest January 24	09/01/2024	BACS	£80.37	£0.00	£80.37		
				TOTAL	**£175.65**	**£0.00**	**£175.65**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
VO Salary	23:95	Dec 23 (mth 9 Nov 23 hrs) plus backdated payrise to 1 Apr 23	14/12/2023	BACS	[redacted]				
Clerk's salary	23:104	Jan 24 (mth 9 Dec 23 hrs)	01/01/2024	BACS					
Clerk's expenses	23:112	HP Ink 9 Nov-8 Dec 23	29/01/2024	BACS	£3.74	£0.75	£4.49		
VO Salary	23:113	Jan 24 (mth 10 Dec 23 hrs)	09/01/2024	BACS	[redacted]				
Google Workspace	23:114	Google Workspace 1-31 Dec 23	08/01/2024	DD	£7.70	£0.00	£7.70		
Clerk's Salary	23:115	Feb 24 (mth 10 Jan 24 hrs)	31/01/2024	SO	[redacted]			New paydate, end of the month instead of 1st of the month	
Corporate Cleaning Services	23:117	Dog Bin Collections 4-24 Dec 23	29/01/2024	BACS	£100.00	£0.00	£100.00		
Clerk's mobile phone	23:119	Monthly charge for Clerk's mobile phone - Jan 24	29/01/2024	BACS	£7.50	£0.00	£7.50	Pd to Clerk as linked to personal mobile account (provider cannot separate).	
GB Sport	23:120	Dec 23 quarterly inspection	29/01/2024	BACS	£30.00	£6.00	£36.00		
CPS Grounds	23:121	Grounds Maintainence-field- Jan 24 (S106)	29/01/2024	BACS	£298.73	£59.75	£358.48		
				TOTAL	**£2,859.53**	**£66.49**	**£2,926.02**		

Transfers (BBI Instant Account to Treasurer's Account

Details	Date transferred	Amount	Notes
For bills	22/01/2024	£4,000.00	
		TOTAL	**£4,000.00**

Invoices out

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

FLAX BOURTON PARISH COUNCIL

187 f) PAYMENT SCHEDULE: PAYMENTS & RECEIPTS FOR PARISH COUNCIL MEETING ON 12 FEBRUARY 2024

Receipts

Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
Lloyds Bank	23:R20	Bank interest February 24	09/02/2024	BACS	£82.94	£0.00	£82.94		
				TOTAL	**£82.94**	**£0.00**	**£82.94**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
NEST: Clerk's Pension	23:116	Feb 24 (1-31 Jan 24)	09/02/2024	DD					
Starboard Systems	23:118	Scribe Accounts annual subscription	12/02/2024	BACS	£345.60	£69.12	£414.72		
HMRC	23:122	6 Dec 23- 5 Jan 24 (mth 9)	See notes	BACS	£412.91	£0.00	£412.91	Queried with HMRC, ended up paying in two parts (query ongoing) £135.31 pd on 31/1/24 £277.60 pd on 6/2/24	
Corporate Cleaning Services	23:123	Dog Bin Collections 1-29 Jan 24	12/02/2024	BACS	£125.00	£0.00	£125.00		
CPS Grounds	23:124	Grounds Maintainence-field- Feb 24 (S106)	12/02/2024	BACS	£298.73	£59.75	£358.48		
Google Workspace	23:125	Google Workspace 1-31 Jan 24	12/02/2024	DD	£7.70	£0.00	£7.70		
VO Salary	23:126	Feb 24 (mth 11 Jan hrs)	13/02/2024	BACS					
Clerk's expenses	23:127	Meeting Minute book	12/02/2024	BACS	£6.66	£1.33	£7.99		
Clerk's expenses	23:128	HP Ink 9 Dec 23-8 Jan 24	12/02/2024	BACS	£3.74	£0.75	£4.49		
Clerk's mobile phone	23:129	Monthly charge for Clerk's mobile phone - Feb 24	12/02/2024	BACS	£7.50	£0.00	£7.50	Pd to Clerk as linked to personal mobile account (provider cannot separate).	
Clerk's Salary	23:	Mar 24 (mth 11 Feb 24 hrs)	29/02/2024	SO				Amount TBC, payroll errors being discussed with Financial Advisor on 14/2/24. TO BE RATIFIED AT MARCH 24 MEETING	
HMRC	23:	6 Jan- 5 Feb 24 (mth 10)	See notes	BACS	£412.91	£0.00	£412.91	Amount TBC once payroll error resolved. TO BE RATIFIED AT MARCH 24 MEETING	
Glendale Countryside	23:130	Verge Maintenance (A370 footpath)	12/2/2024	BACS	£235.00	£47.00	£282.00		
NEST: Clerk's Pension	23:131	Mar 24 (1-29 Feb 24)	05/03/2024	DD					
				TOTAL	**£3,088.03**	**£177.95**	**£3,265.98**		

Transfers (BBI Instant Account to Treasurer's Account

Details	Date transferred	Amount	Notes
For bills	05/02/2024	£2,000.00	
		TOTAL	**£2,000.00**

Invoices out

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