Flax Bourton Parish Council
Minutes of the Parish Council Meeting held on Monday 15th April 2024 commencing at 7:30pm in the Hall at Flax Bourton Primary School

Those present were noted as Councillors: Coombs, Andersson and Crawford.
Also present Mrs C Melton, Parish Clerk and four members of the public.

Cllr Coombs informed members that a former Chair of Flax Bourton Parish Council, Bryan Brice, had sadly passed away. Thoughts of the Parish Council are with the family.

001(24) **Apologies and Reasons for Absence**
Cllr Moss (holiday) and Cllr Walker (work).

002(24) **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.

003(24) **Public Forum Session**
Two members of the public present updated the Council on ongoing concerns regarding activity on the site near the old station. The Council were advised that the site has been sold but issues are continuing, primarily access issues. Cllr Coombs thanked the residents for the update and suggested they make District Councillor Waite aware of the situation. **It was agreed** that Cllr Coombs would contact NSC's Enforcement Team.
Action: Cllr Coombs

Standing Orders were suspended

004(24) **Flax Bourton Hub Trustees**
A letter from the Hub Trustees was circulated prior to the meeting. Two representatives from the Hub Trustees were present and gave a brief overview. There have been many positives but costs of utilities and maintenance are a concern. It is particularly difficult to obtain several quotes for small jobs as contractors are reluctant to quote for such work. Cllr Coombs explained that the Council will be discussing this issue and how to address it later in this meeting. The Councillors explained that the Parish Council only has a limited budget and as the income from the Hub does not go to the Parish Council, we are reliant only on the Precept. It was noted that both this year and next, the Parish Council have already committed funds to traffic improvements which limits spending elsewhere. The current Memorandum of Understanding was discussed and it was agreed that both the Hub and the Parish Council would relook at this and suggest minor amendments. Both parties also agreed that, subject to any amendments, the Memorandum of Understanding would be extended for a year. Cllr Coombs, on behalf of the Parish Council, thanked the Hub for all their efforts to date.

Four Members of the Public left the meeting at 8:10pm

Standing Orders were reinstated

005(24) **Minutes for Approval**
It was resolved to approve and sign the minutes of the Parish Council Meeting held on 11th March 2024.

APPROVED - SIGNED COPY HELD BY THE CLERK

Chair ……**Date**……

006(24) **Finance and Personnel**

a) **It was resolved** to ratify the payments made since the meeting on 11th March 2024 totalling **£2256.75**

b) **Internal Audit** – The Internal Audit scheme for small councils is being facilitated by ALCA and **it was agreed** that Flax Bourton Parish Council would take part again this year

c) **Annual Governance & Accountability Return 2023-2024** – The Clerk reported that AGAR documents are being prepared ready for approval at the next meeting. Members **confirmed** that there are no Conflicts of Interest with BDO LLP and the relevant form was duly **signed** by the Chair and the Clerk

d) **Business Debit Cards** – The new Business Debit Cards were **received and signed for** by Cllrs Coombs and Crawford. Cllr Moss will be given her card at the next meeting if present

e) **Replacement of lights** – As there are limited funds available for maintenance at the Village Hall, members discussed whether the replacement of the lights for sensor lights in the toilets was essential. Cllr Coombs informed members that a manhole cover outside the Village Hall urgently needs replacing and a quote of **£200.00 plus VAT** for the materials and **£300.00 no VAT** for the labour was approved today by the Chair and the Clerk. This is in addition to recent works paid for by the Parish Council on three other manhole covers and an expected quote for repair to the drains in the car park. **It was agreed to defer** the decision regarding the lights to the next meeting once the quote for the drains has been received

f) **It was resolved** to approve the new invoices totalling **£2,454.42** for online payment. The Bank Reconciliation, monthly accounts statement and the Payments and Receipts Schedule were also **received and approved**.

007(24) **Amendment to Standing Orders and Financial Regulations**

After discussion, **it was resolved** to set the threshold for competitive quotes for minor works at £1,000 with a proviso that the work is carried out by an approved contractor who has previously been used by the Parish Council and that the quotation is approved by the Clerk or the Chair. It was agreed that the Clerk would amend the Standing Orders and Financial Regulations to reflect this change.

Action: Clerk

008(24) **Planning**

There were no new planning applications notified, however it was noted that an application in Clevedon Road shown under Long Ashton appears to be proper to Flax Bourton. Clerk will enquire with North Somerset and will circulate details to all.

Action: Clerk

009(24) **North Somerset Council Local Plan 2039**

An update from Councillor Moss was circulated prior to the meeting. Taylor Wimpy have updated their application for Grove Farm by adding more transport evidence. After discussion, **it was agreed** to keep in contact with Backwell Parish Council regarding this application. With regard to the potential development on land next to the Jubilee Inn, all members present felt that it was too early to consider paying a planning consultant so at this stage, **it was agreed** that contact should be made with the planning officer.

Action: Cllr Coombs/Cllr Moss

010(24) **North Somerset Council's Bus Service Improvement Plan (BSIP)**

Covered under Agenda item 009. Cllr Coombs informed members that he understands that there may be spare BSIP funds which may be available for improvements to road crossings, pavements etc. Cllr Coombs has emailed North Somerset Council requesting further details.

Chair ……**Date**……..

011(24) **Biodiversity Duty**

Cllr Andersson reported that she has spoken with Avon Wildlife Trust and Glendales regarding wildflower planting once the gateways are in place. Cllr Andersson raised concerns that the proposed location for the gateways is unclear and needs clarifying to ensure that we are able to plant in front of the gateways. Concerns were also raised about the location of the new Speed Activated Signs, particularly the one by Eastfield Cottages which is obscured by a hedge/tree. Cllr Coombs confirmed that it is the right location but the pole is taller than expected and the hedge/tree was not considered in the plan. **It was agreed** that Cllr Coombs would contact North Somerset Highways for clarification regarding both the gateways and signs. Cllr Andersson noted that she is still awaiting a response from a forestry expert regarding the trees alongside the playing field. **It was agreed** that Cllr Andersson would put a message on the Google Group to see if there are any residents who may be qualified to assist.

Action: Cllr Coombs/Cllr Andersson

012(24) **North Somerset Council's proposal to switch to three-weekly collections of non-recyclable (black bin) rubbish.**

All members present could understand the proposal and were supportive of promoting more recycling. However, it was felt that consideration and separate arrangements should be made with regard to waste such as dog waste, disposable nappies, incontinence pads etc. **It was agreed** that the Clerk would email this response to North Somerset rather than complete the survey.

013(24) **North Somerset Council's Parking Management Strategy and Action Plan Consultation**

Members noted that Nailsea is the area most likely to affect residents. All understood the need for North Somerset to raise revenue and there was no strong feeling for or against the proposal. **It was therefore agreed** that no formal response from the Parish Council was necessary.

014(24) **Flooding**

a) **Update** – No update
b) **Update on the holding ponds** – No update.

015(24) **Flax Bourton Hub**

As discussed under item 004, **it was agreed** that both the Hub and the Parish Council would relook at the Memorandum of Understanding and suggest minor amendments. **It was further agreed** that, subject to any such amendments, the Memorandum of Understanding would be extended for a year.

016(24) **Highways**

a) **A370 Safety Scheme** – Cllr Coombs that there are four or five matters outstanding which he is following up with NSC Highways
b) **Planting around the new gateways** – Covered under item 011
c) **Pavements and Footpaths** – No update
d) **Public Rights of Way** – No update
e) **Stancombe Lane waste bin** – Cllr Coombs informed members that Deputy Manager at the Quarry has taken personal responsibility for ensuring that the bin is emptied. Cllr Andersson asked if there has been any progress on the Quarry cleaning the pavements? Cllr Coombs confirmed that the Manager has asked for the walk through the village to take place once the Vehicle Activated Signs are operational
f) **Safe route to school** – No update.

017(24) **Quarry (Tarmac)**

Covered under item 016 e).

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018(24) **Defibrillator**

Cllr Andersson has spoken with Western Power regarding whether there is an existing electricity supply near the location of the old telephone box. Western Power confirmed that there is no supply and suggested attaching a new defibrillator to a lamp post. This would involve setting up a new electricity account. Before considering this as an option, NSC street lighting department will need to be consulted. **It was agreed** that Cllr Andersson would make contact. It was discussed whether a location by the church may be an option. **It was agreed** that Cllr Crawford would raise this with the church.

Action: Cllr Andersson/Cllr Crawford

019(24) **Clerk's Report**

Noted.

020(24) **Staff Matters**

The resignation of the Parish Clerk was noted. Cllr Coombs, on behalf of the Parish Council, stated that all are very sad to see Clare leave but understand the move and wish her all the best. Clare has offered to work Mondays from 1st May in the short term to oversee financial end of year, minute meetings and help with the transition once a new Clerk is appointed. Hours worked will be invoiced. This offer was **accepted and approved**. Cllr Coombs raised that there is already an expression of interest in the role and suggested that the upcoming vacancy be circulated on the Google Group and on Flax Bourton WhatsApp groups. **Agreed**. Cllr Andersson raised the option of whether the vacancy could be advertised more widely which may attract someone with experience. After discussion, **it was agreed** to look at the option of advertising through ALCA.

021(24) **Date of the next Meeting**

It was noted that the **Annual Residents Meeting** will be held on **Monday 13th May 2024** in the hall at **Flax Bourton Primary School** at **7:00pm** followed afterwards by the **Annual Meeting of the Parish Council**. Cllr Crawford gave apologies in advance.

Meeting ended 21:05

APPROVED - SIGNED COPY HELD BY THE CLERK

Chair ……**Date**……

FLAX BOURTON PARISH COUNCIL

006 f) PAYMENT SCHEDULE: PAYMENTS & RECEIPTS FOR PARISH COUNCIL MEETING ON 15 APRIL 2024

Receipts

Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
Lloyds Bank	23:R21	Bank interest Mar 24	11/03/2024	BACS	£78.19	£0.00	£78.19		
Lloyds Bank	24:R01	Bank interest Apr 24	09/04/2024	BACS	£67.66	£0.00	£67.66		
North Somerset Counc	24:R02	Precept payment 1	12/04/2024	BACS	£13,500.00	£0.00	£13,500.00		
				TOTAL	**£13,645.85**	**£0.00**	**£13,645.85**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
AED Heartsafe	23:142	Replacements pads (adult) for defibrillator at the school	25/03/2024	Debit Card	£125.00	£25.00	£158.95	Total include £8.95 delivery (no VAT). TO BE RATIFIED	
JB Property Services	23:143	Installation of new noticeboard/removal of two noticeboards	25/03/2024	BACS	£395.00	£0.00	£395.00	TO BE RATIFIED	
JB Property Services	23:144	Repair to 3 x manhole covers at VH	25/03/2024	BACS	£774.00	£0.00	£774.00	TO BE RATIFIED	
HMRC	23:145	6 Feb- 5 Mar 24 (mth 11)	N/A	N/A	£0.00	£0.00	£0.00	£0 charge for this month	
Clerk's expenses	24:03	HP Ink 9 Feb-8 Mar 24	15/4/24	BACS	£4.57	£0.92	£5.49		
Clerk's Salary	24:04	Apr 24 (mth 12 Mar 24 hrs)	02/04/2024	BACS	[redacted]				
Flax Bourton Primary	24:05	Hall Hire for PCM Apr-Jul 24 (payment 1)	15/4/2024	BACS	£100.00	£0.00	£100.00	1st payment (total hire cost £275.00). 2nd payment will be due in September 2024.	
Clerk's mobile phone	24:06	Monthly charge for Clerk's mobile phone - Apr 24	15/04/2024	BACS	£7.50	£0.00	£7.50	Pd to Clerk as linked to personal mobile account (provider cannot separate).	
GB Sport	24:07	Mar 24 quarterly inspection	15/04/2024	BACS	£30.00	£6.00	£36.00		
CPS Grounds	24:08	Grounds Maintainence-field- Apr 24 (S106)	15/04/2024	BACS	£311.87	£62.37	£374.24		
Google Workspace	24:09	Google Workspace 1-31 Mar 24	08/04/2024	DD	£8.40	£0.00	£8.40		
Siserone	24:10	Website hosting & email Apr 23-Mar 24	15/4/2024	BACS	£190.00	£38.00	£228.00		
ALCA (Avon Local Councils' Association	24:11	ALCA & NALC Annual Subscription 2024	15/04/2024	BACS	£191.47	£0.00	£191.47		
Clerk's Salary	24:12	Apr 24 (mth 1)	30/04/2024	BACS	[redacted]				
NEST: Clerk's Pension	24:13	May 24 (1-30 Apr 24)	09/05/2024	DD					
VO Salary	24:14	Apr 24 (mth 1 Mar hrs)	16/04/2024	BACS					
HMRC	24:15	6 Mar- 5 Apr 24 (mth 12)	15/04/2024	BACS	£184.58	£0.00	£184.58		
Corporate Cleaning Services	24:16	Dog Bin Collections 4-25 Mar 24	15/04/2024	BACS	£100.00	£0.00	£100.00		
				TOTAL	**£4,569.93**	**£132.29**	**£4,711.17**		

Transfers (BBI Instant Account to Treasurer's Account

Details	Date transferred	Amount	Notes
For bills	02/04/2024	£2,000.00	
For bills	15/04/2024	£2,000.00	
		TOTAL	**£4,000.00**

Invoices out

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