# Flax Bourton Parish Council

# Minutes of the Annual Meeting of the Parish Council held on Monday 13th May 2024 commencing at 7:30pm in the Hall at Flax Bourton Primary School

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

022(24) **Election of Chair for the year 2024/25**
**It was resolved** to approve to elect Cllr Coombs as Chair and the Statutory Declaration of Acceptance of Office was duly signed.

023(24) **Apologies and Reasons for Absence**
Cllr Crawford (holiday).

024 (24) **Register of Member's Interests**
There were no amendments.

025(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.

026(24) **Public Forum Session**
No members of the public were present.

027(24) **Minutes for Approval**
**It was resolved** to approve and sign the minutes of the Parish Council Meeting held on 15th April 2024.

028(24) **Finance and Personnel**

a) **It was resolved** to ratify the payments made since the meeting on 15th April 2024 totalling **£8.40**
b) **Annual Governance & Accountability Return 2023-2024**:
   i. The Annual Internal Audit Report was **received and reviewed**
   ii. The Annual Governance Statement was **approved and signed** by the Chair and the Clerk/RFO
   iii. The Accounting Statements was **approved and signed** by the Chair. The Clerk/RFO signed the form before it was presented to the Council
   iv. The dates for the Exercise of Public Rights were **noted** as commencing on 4th June 2024 and ending on 15th July 2024
   v. The draft Explanation of Variances were **noted**.
c) The renewal of insurance for 2024-25 for the Village Hall was **approved** at a cost of **£1,200.54** (year two of a three-year deal)
d) **Business Debit Cards** – No cards were distributed
e) **Replacement of the existing lights in the toilets** – After discussion, **it was agreed** that installing sensor lights was not essential maintenance and therefore would not be funded by the Parish Council. Cllr Coombs informed members that it is likely that work will be needed on drains and guttering in the near future
f) **It was resolved** to approve the new invoices totalling **£3,041.55** for online payment. The Bank Reconciliation, monthly accounts statement and the Payments and Receipts Schedule were also **received and approved**.



**Chair** …… **Date**……

029(24) **Policies and Procedures**

The Clerk raised that NALC had issued new Model Financial Regulations this week so the Parish Council's Financial Regulations will need to be checked against this. **It was agreed** to adopt the Standing Orders and the Financial Regulations subject to review against the new NALC model. **It was also agreed** to continue to review other policies and procedures gradually throughout the year or as legislation changes.

**Action: Clerk**

030(24) **Planning**

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

a) **24/P/0735/FUH – 70 Rosemount Road, Flax Bourton, BS48 1UQ** – Support

In addition, a new application was received after the Agenda had been published and **it was agreed** to consider the application at this meeting:

**24/P/0793/LDE – Doubledoor Cottage, Main Road, Flax Bourton, BS48 3QJ** – Support
Certificate of Lawfulness for the placement of solar panels on existing detached garage.

031(24) **North Somerset Council Local Plan 2039**

Cllr Moss informed members that it appears that there will be another consultation. Cllr Moss will continue to liaise informally with the planning consultant.

**Action: Cllr Moss**

032(24) **North Somerset Council's Bus Service Improvement Plan**

Covered at the earlier Annual Residents Meeting.

033(24) **Biodiversity Duty**

Cllr Andersson informed members that she has arranged for a bugs and birds expert to carry out an inventory around the playing fields. A consultation with Farleigh Green Residents to gather views is planned.

**Action: Cllr Andersson**

034(24) **Flooding**

a) No update
b) Cllr Coombs informed members that Network Rail has deferred the option of holding ponds due to budget limitations.

035(24) **Flax Bourton Hub**

Cllr Coombs had circulated an email to members prior to the meeting regarding an enquiry which the Hub has received for a business away day using both the hall and the field. All present **agreed** to support the booking subject to the following conditions:

- Vehicles are not permitted on the grass. Catering vehicles should be located in the car park.
- The lined-out sports pitch is available for hire but the remainder of the field, including the children's play area, is permitted public open space to which the public has access and cannot be restricted
- The grassed area in front of the main entrance is included in the hire of the hall for outside social use. Any bouncy castle/inflatable should be located in this area
- The Parish Council insurance does not cover private events. Appropriate event insurance must be in place including in particular bouncy castle/inflatable.

**Action: Cllr Coombs**



**Chair** …… **Date**……..

036(24) **Highways**

a) **A370 Safety Scheme** – Cllr Coombs is in contact with North Somerset Council Highways regarding completion of outstanding matters
b) **Planting around the new gateways** – Covered at the earlier Annual Residents Meeting
c) **Pavements and Footpaths** – Cllr Andersson informed members that NSC have carried out a cut of the verges but there are overhanging bush/hedges which cannot be cut back due to nesting. Cllr Moss raised that landlords/homeowners could be asked to carry out maintenance as long as it does not impact nesting. Cllr Andersson will contact NSC and the Cricket Club. Cllr Andersson will photograph verges/footpaths at the beginning of August and will book Glendales for the next cut in August
**Action: Cllr Andersson**
d) **Public Rights of Way** –No update. Cllr Coombs raised that the steps from the Cricket Club have still not been repaired
e) **Stancombe Lane waste bin** – Cllr Coombs informed members that the new Quarry Manager has agreed to take responsibility for this
f) **Safe route to school** – Covered at the earlier Annual Residents Meeting.

037(24) **Quarry (Tarmac)**
Cllr Coombs confirmed that the new Quarry Manager has agreed to a walk through the village but would like to wait to see the impact of the new Vehicle Activated Signs before arranging this.

038(24) **Defibrillator**
Cllr Andersson informed members that she has tried to arrange for NSC lighting to visit to check if a defibrillator can be put on a lamppost but has yet to receive a response. **It was agreed** that Cllr Andersson would ask District Cllr Waike to escalate this.
**Action: Cllr Andersson**

039(24) **Clerk's Report**
Noted.

040(24) **Staff Matters**
The temporary Clerk confirmed that she will invoice the Parish Council for her time and submit figures through Basic PAYE ahead of each meeting. Cllr Coombs informed members that there have been a number of applications for the role of Clerk. **It was agreed** that Cllrs Coombs and Moss would be responsible for the recruitment process. It is hoped that interviews will take place in the next few weeks.
**Action: Cllrs Coombs and Moss**

041(24) **Date of the next Meeting**
It was noted that the date of the next **Parish Council Meeting** is **Monday 10th June 2024** (in the **School Hall** at **Flax Bourton Primary School**) at 7:30pm.

Meeting ended 21:10



**Chair** …… **Date**……..

**FLAX BOURTON PARISH COUNCIL**

**028 f) PAYMENT SCHEDULE: PAYMENTS & RECEIPTS FOR PARISH COUNCIL MEETING ON 13th MAY 2024**

**Receipts**

| Name | Receipt no | Details | Date received | Method | Net Amount | VAT | Total | Notes | Minute agreed |
|---|---|---|---|---|---|---|---|---|---|
| HMRC | 24:R03 | VAT reclaim 2023-24 | 16/4/2024 | BACS | £0.00 | £4,739.58 | £4,739.58 | | |
| Lloyds Bank | 24:R04 | Bank interest May 24 | 9/5/2024 | BACS | £84.25 | £0.00 | £84.25 | | |
| | | | | **TOTAL** | **£84.25** | **£4,739.58** | **£4,823.83** | | |

**Payments**

| Name | Invoice no | Details | Payment date | Method | Net Amount | VAT | Total | Notes | Minute agreed |
|---|---|---|---|---|---|---|---|---|---|
| JB Property Services | 24:17 | Removal and replacement of square manhole cover at VH | 13/5/2024 | BACS | £578.00 | £0.00 | £578.00 | | 006 e) |
| Corporate Cleaning Services | 24:18 | Dog Bin Collections 1-30 Apr 24 | 13/5/2024 | BACS | £125.00 | £0.00 | £125.00 | | |
| CPS Grounds | 24:19 | Grounds Maintainence-field- May 24 (S106) | 13/5/2024 | BACS | £311.87 | £62.37 | £374.24 | | |
| VO Salary | 24:20 | May 24 (mth 2 Apr hrs) | 13/5/2024 | BACS | | | | | |
| Google Workspace | 24:21 | Google Workspace 1-30 Apr 24 | 8/5/2024 | DD | £8.40 | £0.00 | £8.40 | | |
| Avon Wildlife Trust | 24:22 | Wildflower plants for village | 13/5/2024 | BACS | £246.66 | £49.33 | £295.99 | | |
| Clear Councils | 24:23 | Insurance renewal | 13/5/2024 | BACS | £1,200.54 | £0.00 | £1,200.54 | | |
| Clerk's mobile phone | 24:24 | Monthly charge for Clerk's mobile phone - May 24 | 13/5/2024 | BACS | £7.50 | £0.00 | £7.50 | Pd to Clerk as linked to personal mobile account (provider cannot separate). | |
| Clerk's expenses | 24:25 | HP Ink 9 Mar-8 Apr 24 | 13/5/2024 | BACS | £4.57 | £0.92 | £5.49 | | |
| Clerk's expenses | 24:26 | HP Ink 9 Apr-8 May 24 | 13/5/2024 | BACS | £4.57 | £0.92 | £5.49 | | |
| Clare Melton | 24:27 | Clerk cover to 12 May & Internal Audit fee | 13/5/2024 | BACS | | | | | |
| HMRC | 24:28 | 6 Apr- 5 May 24 (mth 1) | 13/5/2024 | BACS | £106.44 | £0.00 | £106.44 | | |
| | | | | **TOTAL** | **£2,936.40** | **£113.55** | **£3,049.95** | | |

**Transfers (BBI Instant Account to Treasurer's Account**

| Details | Date transferred | Amount | Notes |
|---|---|---|---|
| For bills | 12/5/2024 | £4,000.00 | |
| | | **TOTAL** | **£4,000.00** |

**Invoices out**

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