Flax Bourton Parish Council
Minutes of the Parish Council Meeting held on Monday 10th June 2024 commencing at 7:30pm in the Hall at Flax Bourton Primary School

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

042(24) **Apologies and Reasons for Absence**
Cllr Walker (work).

043(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.

044(24) **Public Forum Session**
No questions or comments.

045(24) **Minutes for Approval**
It was resolved to approve and sign the minutes of the Annual Meeting of the Parish Council held on 13th May 2024.

046(24) **General Election**
Noted.

046(24) **Finance and Personnel**

a) **It was resolved** to ratify the payments made since the meeting on 13th May 2024 totalling **£720.00**
b) **It was resolved** to retrospectively approve the emergency drainage works at the Village Hall at a cost of **£720.00** and the repairs to the Farleigh Green playarea at a cost of **£1080.00**
c) The Clerk reported that the AGAR documents for 2023-2024 have been submitted to BDO, the external auditors and an acknowledgment received. No further communication is expected from BDO until at least the middle of July
d) **It was agreed** to renew the Parish Council's annual membership to Campaign to Protect Rural England (CPRE) at a cost of **£36.00**
Action: **Clerk**
e) **Changes in interest levels on the Lloyds Bank account** – Noted. No action necessary
f) **Lloyds Bank letter regarding the Financial Services Compensation Scheme (FSCS)** – After discussion, **it was agreed** that it would be advisable to investigate setting up a new savings account with a different bank
Action: **Clerk**
g) **It was resolved** to approve the new invoices totalling **£2,234.20** for online payment. The Bank Reconciliation, monthly accounts statement and the Payments and Receipts Schedule were also **received and approved**.

048(24) **Policies and Procedures**
It was agreed to readopt the Complaints Procedure. The Clerk reported that, as requested at the last meeting, she had double checked and Sections 18f and 18g of the Standing Orders do need to be included.

049(24) **Planning**
To receive and comment on planning application/s as Support, Object or Neutral:

a) **24/P/0909/FUH – Orchard Dene, Main Road, Flax Bourton, BS48 3QJ** – Neutral.

050(24) **North Somerset Council Local Plan 2039**
Cllr Moss informed members that a consultation statement was published in May summarising the

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responses to the Consultation. The end of the document sets out the next steps and indicate that North Somerset Council are likely to publish a new draft of the Local Plan with the dates changing from 2024-2039 to 2025-2040. Further information will be released later in the summer. Cllr Coombs noted that part of the reason for the review is the change in housing numbers. It was noted that changes could be made to the above due to the General Election.
Action: Cllr Moss

051(24) **North Somerset Council's Bus Service Improvement Plan (BSIP)**
Cllr Coombs informed members that BSIP is on hold with the plan being reviewed. Cllr Andersson expressed disappointment that phase 2 of the works to improve the pavements and road safety through the village did not appear on the NSC Highway's recently published schedule for next year. Cllr Coombs noted that this may be because there are indications that BSIP funds may be reallocated to other projects.

052(24) **Biodiversity Duty**
Cllrs Andersson and Moss have recently planted wildflowers around the new gateways in the village. Prior to the meeting, Cllr Andersson circulated a survey report of the copse by the playing field. Cllr Andersson is still awaiting a response from a bugs and birds expert regarding carrying out an inventory around the playing fields. Cllr Coombs raised that a tree safety survey is likely to be due. Cllr Andersson will obtain quotes.
Action: Cllr Andersson

053(24) **Flooding**
Cllr Coombs reported that a camera survey of the drains has recently been carried out around the Church/Post Office Lane area. This is likely to have been in preparation for the repair of the broken culvert.

054(24) **Flax Bourton Hub**
Cllr Coombs informed members that a large screen and projector have been installed in the Village Hall as the Hub are planning community viewings of the Euros. Members noted that this doesn't seem to have been widely advertised. Cllr Coombs reported that leaflets have been delivered but several of those present hadn't received one. Cllr Coombs will follow up with the Hub.
Action: Cllr Coombs

055(24) **Anti-social behaviour at the playing field**
Cllr Coombs informed members at a recent private event at the Village Hall, guests drove quad bikes and motorbikes across the playing field. Residents reported this and the Hub followed up with the hirers and the vehicles were removed. Cllr Moss raised that the hall should be hired to locals primarily as it is a community resource. Cllr Coombs will follow up with the Hub. A resident also reported a separate incident in and around the Farleigh Green Playarea where trees were climbed, and broken branches put in the road causing a blockage. Cllr Coombs has reported to the police and is awaiting a response. Cllr Coombs noted that raising the tree canopy is this area could help eradicate a repeat of this issue.
Action: Cllr Coombs

056(24) **Road safety concerns**
A resident has raised concerns about road safety around the Red Bus Nursery on Old Weston Road and the mini roundabout at the top of the road and proposed a 20mph limit being implemented. The resident also raised concerns about the North Somerset Council depot which is also on Old Weston Road. Cllr Coombs wrote to District Councillor Waite outlining all the resident's concerns and has received a positive response. **It was agreed** that the Parish Council would complete the appropriate NSC form requesting a change to a 20mph limit. **It was further agreed** that the Parish Council would write to Red Bus Nursery, the Coroner's Court and Farleigh Court to request that they remind those using their facilities to park responsibly. The resident will be advised of the actions taken and will be advised to also report their concerns directly to North Somerset Council.

057(24) **Highways**
a) **A370 Safety Scheme** – Cllr Coombs reported that North Somerset Council Highways had

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requested a code for the new Vehicle Activated Signs. The Clerk received a reply from the supplier and forwarded the information this week. The trees obscuring some of the signs still need to be cut back

b) **Planting around the new gateways** – Covered under Agenda item 052. Cllr Coombs thanked Cllrs Andersson and Moss for their hard work

c) **Pavements and Footpaths**. Cllr Crawford raised that although verges are still clear, the nettles and undergrowth below the hedges are encroaching on the footpaths. Cllr Andersson will contact the landowners in August. Cllr Coombs noted that it is also North Somerset Council's responsibility to ensure the pavements are kept clear. Cllr Moss raised that there must be safe access to school for children. NSC will be requested to take action.
Action: Cllr Andersson

d) **Public Rights of Way** — Cllr Andersson informed members that she has written to NSC Highways regarding the broken steps and handrail near the Cricket Club and has received an acknowledgment

e) **Stancombe Lane waste bin** – The Clerk informed members that the Village Orderly reported this month that the bin was only half full so it appears that the Quarry have started to empty the bin as agreed

f) **Safe route to school** – Covered under Agenda item 057 c).

058(24) **Quarry (Tarmac)**
No update.

059(24) **Defibrillator**
Cllr Andersson has contacted District Cllr Waite to request that she follows up the enquiry which has been made to NSC lighting regarding attaching a defibrillator to a lamppost. Cllr Moss raised that as Barrow Gurney have recently installed a defibrillator on the lychgate, could that be an option in Flax Bourton. Cllr Crawford informed members that she doesn't think there is an electricity supply to the lychgate. Cllr Coombs informed members that a defibrillator may be being installed at The Grange. This has been funded by a grant which stipulates that it should be accessible to the public.
Action: Cllr Andersson

060(24) **Clerk's Report**
Noted. The Clerk drew members attention to the note of a report from the Village Orderly of Nitrous Oxide canisters being increasingly dumped in the layby opposite The Jubilee. The Clerk has reported this to North Somerset Council.

061(24) ***Confidential Items***
Resolved: That pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Press be excluded from the meeting for the following items due to the confidential nature of the business to be transacted

8.45pm One member of the public left the meeting

062(24) **Staff Matters**
Cllr Coombs informed members that there had been two strong candidates for the role of Parish Clerk. Cllr Coombs and Cllr Moss agreed to offer the role to Helen Nelson and recommended this to the Council. **It was resolved to accept** this recommendation and formally offer the role to Helen. Cllr Coombs will send Helen a letter and contract. Clare will liaise with Helen to arrange a handover.

8.50pm One member of the public returned to the meeting

063(24) **Date of the next Meeting**
It was noted that the date of the next **Parish Council Meeting** is **Monday 8th July 2024** (in the **School Hall** at **Flax Bourton Primary School**) at 7:30pm. Cllrs Crawford and Andersson gave apologies in advance.

Meeting ended 20:55

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FLAX BOURTON PARISH COUNCIL

047 g) PAYMENT SCHEDULE: PAYMENTS & RECEIPTS FOR PARISH COUNCIL MEETING ON 10th JUNE 2024

Receipts

Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
North Somerset Council	24:R05	Village Orderly Grant 2024-25		BACS	£106.75	£0.00	£106.75		
				TOTAL	**£106.75**	**£0.00**	**£106.75**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
JB Property Services	24:29	Emergency repairs to VH car park drains	20/5/2024	BACS	£720.00	£0.00	£720.00	TO BE RATIFIED	
Corporate Cleaning Services	24:30	Dog Bin Collections 6-27 May 24	10/6/2024	BACS	£100.00	£0.00	£100.00		
CPS Grounds	24:31	Grounds Maintainence-field- Jun 24 (S106)	10/6/2024	BACS	£311.87	£62.37	£374.24		
Clerk's mobile phone	24:32	Monthly charge for Clerk's mobile phone - Jun 24	10/6/2024	BACS	£7.50	£0.00	£7.50	Pd to Clerk as linked to personal mobile account (provider cannot separate).	
Amazon	24:33	Printer paper	10/6/2024	Debit Card	£4.99	£1.00	£5.99		
Google Workspace	24:34	Google Workspace 1-31 May 24	10/6/2024	DD	£8.40	£0.00	£8.40		
JB Property Services	24:35	Repairs to FG playarea	10/6/2024	BACS	£1,080.00	£0.00	£1,080.00		
VO Salary	24:36	Jun 24 (mth 3 May hrs)	10/6/2024	BACS	[redacted]				
Clare Melton	24:37	Clerk cover 13 May-8 Jun 24	10/6/2024	BACS					
HMRC	24:38	6 May- 5 Jun 24 (mth 2)	10/6/2024	BACS	£45.80	£0.00	£45.80		
ALCA	24:39	Trust & Charity Law training course (G Coombs	10/6/2024	BACS	£50.00	£0.00	£50.00		
Clerk's expenses	24:40	HP Ink 9 May-8 Jun 24	10/6/2024	BACS	£4.57	£0.92	£5.49		
				TOTAL	**£2,889.91**	**£64.29**	**£2,954.20**		

Transfers (BBI Instant Account to Treasurer's Account

Details	Date transferred	Amount	Notes
For bills	8/6/2024	£2,000.00	
		TOTAL	**£2,000.00**

Invoices out

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