Flax Bourton Parish Council
Minutes of the Parish Council Meeting held on 16th October 2024 commencing at 7:00pm in the Hall at Flax Bourton Primary School

Those present were noted as Councillors: Coombs, Andersson, Crawford and Walker
Also present Mrs H Nelson, Parish Clerk and two members of the public

07:00pm One member of the public arrived

083(24) **Apologies and Reasons for Absence**

084(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.

085(24) **Councillor Co-option**
Two residents have expressed interest in joining the Parish Council. One has submitted a form. Awaiting second form. Valerie Windo was nominated to join the Parish Council by Cllr Crawford and Cllr Andersson seconded.

086(24) **Public Forum Session**
No questions or comments.

087(24) **Minutes for Approval**
It was resolved to approve and sign the minutes of the Parish Council Meeting held on 8th July 2024.

088(24) **Finance and Personnel**

a) **It was resolved** to ratify the payments made since the meeting on 8th July 2024 totalling £6,373.03

b) **Alternative savings account with Unity** – **It was agreed** that an alternative savings account should be opened with Unity to ringfence and protect funds.
Action: Clerk

c) The completion of the Annual Governance & Accountability Return 2023-2024 and the receipt of the External Auditor's report was noted

d) **It was agreed** that the Council should consider what needs to be added to next year's budget such as clearance of footpaths. An agreement with Backwell Parish Council to join up the works would be useful. At the recent quarry liaison meeting it was suggested that the quarry themselves might be able to clear footpaths but it was noted that this would only be possible when the necessary equipment was available. Cllr Crawford suggested contacting Cllr Annemieke Waite regarding North Somerset's responsibility for clearing the footpath. Cllr Windo questioned whether we should contact an MP to resolve. Cllr Coombs said that we have in the past.

Cllr Andersson also indicated that she would contact Glendales to see how much it would cost to clear the footpaths three times a year. Cllr Coombs is in discussion with North Somerset council regarding negotiating a Call-Off contract which removes liability and tender issues for Parish Councils. It was also noted that the road gully has been cleared to a poor standard.

Cllr Coombs set out the options regarding the acquisition of the community land. The potential creation of a running track has been suggested by the Trustees to the school.

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Chair …… **Date**……

It was agreed to add new lines to the budget for biodiversity, new defibrillators, legal expenses regarding community land and professional fees regarding North Somerset Council's proposed devolution of services.

Cllr Walker questioned whether North Somerset Council will be able to articulate the proposals regarding the devolution of services before our next meeting. Cllr Coombs asked all members to put some thought into how much should be allocated for budget lines as we need to get to an agreed budget in the next two months.

Action: Clerk and Cllr Andersson to contact Glendales.

e) Noted

f) No new invoices were submitted for payment. It was noted that an unusual spend regarding repairs to the playground related to a playground inspection. The Bank Reconciliation, monthly accounts statement and the Payments and Receipts Schedule were **received and approved**.

89(24) **Planning**

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

a) **24/P/1287/TPO– Farleigh Court, Old Weston Road, Flax Bourton**
Already approved and noted

b) **24/P/1387/FUH – 6 Orchard Close, Flax Bourton, BS48 1UE**
Already approved and noted

c) **24/P/1994/FUH - 21 Clevedon Road, Flax Bourton,BS48 1NQ**
Neutral

090(24) **North Somerset Council Local Plan 2039**

Cllr Coombs mentioned the proposal to increase the North Somerset Local Plan by an additional 9,000 houses which now brings the planned total to 25,000.

091(24) **North Somerset Council's Bus Service Improvement Plan (BSIP)**

No update.

092(24) **North Somerset Council's proposed devolution of services**

Cllr Coombs indicated that there are no firm proposals on the table but that the door is open to offer to take on responsibilities such as path clearance. It is not clear what NSC will withdraw.

093(24) **Biodiversity Duty**

a) Councillor Andersson reported that we have now have had both a survey of the flora in the woodland beside the football pitches and a review of the opportunities for increased biodiversity of fauna. To improve the diversity of plants would require cutting back the brambles annually and raising the tree canopy in places which would obviously involve a cost whereas leaving these alone provides great habitat for insects & birds etc. Cathy Mayne who advised on providing habitat, has written a "top ten tips for biodiversity" which we will publish on our website and in the Quarterly village magazine. On balance we have decided to make sure that all the trees are safe and to explore what residents at Farleigh Green would think about having a 1.5m strip beside the woodland left unmowed between January and August..

Action: Clerk

08:08pm One member of the public arrived

Cllr Windo commented that she doesn't feel like the Parish Council is the right place for her and will find someone to replace her. Resignation accepted 08:15pm

08:16pm One member of the public departed

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Chair …… **Date**……

085(24) **Councillor Co-option Continued..**

An application from Paul Seaver has been received for Co-option. Cllr Walker nominated Paul Seaver and Cllr Andersson seconded.

Cllr Andersson wanted it minuted that we appreciate everything Jane Moss has done for the Council during many years as Chair of Council. Cllr Coombs confirmed he had sent an email to Jane Moss by way of thanks some time ago.

093(24) **Biodiversity Duty Continued…**

b) Three quotes were discussed regarding tree consultants. One was chosen unanimously by all members at a cost of £600 plus VAT. Cllr Andersson questioned whether the funds from the maintenance for the village green could be used for tree works.

094(24) **Flooding**

Cllr Coombs commented that there have been no recent flooding issues considering the recent amount of rain. There is a possibility that the quarry has done something different with their surface water. Cllr Coombs confirmed that the culvert still needs to be remedied.

Cllr Coombs confirmed Network Rail have put off the holding ponds indefinitely. The Parish Council will continue to review situation regarding the holding ponds.

Action: Cllr Coombs

095(24) **Flax Bourton Hub**

Cllr Coombs confirmed that the guttering and drainpipes at the Village Hall are nearing end of life. The Parish Council asked for three quotes, one was declined. Two quotes were received and **it was agreed** that the quote of £5,500 was best value. The Hub has offered to contribute 50%.

Action: Cllr Coombs

096(24) **Farleigh Green playing fields and playground**

a) The playground inspection report was considered and quote approved for GB sport for further works.
b) The Clerk confirmed she had contacted the grass cutting company that we have a contract with asking if they would extend the contract by one year and was yet to hear back. The members were happy with this suggestion.

Action: Clerk

097(24) **Highways**

a) **A370 Safety Scheme** – Cllr Coombs reported that the trees obscuring the signs have been cut back.
b) **Proposed 20 mph on Old Weston Road**. No update
c) **Roundabouts at Cambridge Batch – request for repainting**. NSC responded that they had checked the collision database for the past 3 years and there has only been one slight collision involving a cyclist in August 2022. Request denied by NSC.
d) **Pavements and Footpaths -** An email enquiry has been received from a member of the public offering to help improve the pavements and drains from Jubilee Inn to Backwell Farleigh. The members agreed that they would be happy to work with this member of the public and encourage a relationship with the quarry.

Action: Cllr Coombs

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Chair …… **Date**……

e) **Permissive path, Belmont Estate –** Cllr Andersson confirmed that the obstruction has been removed by the estate workers.

f) **Public Rights of Way** –– Cllr Seaver questioned whether the members were aware of the public rights of way in Flax Bourton. Cllr Andersson confirmed that they are available on NSC's website.

g) **Stancombe Lane waste bin** – Clerk informed members that the Village Orderly reported that since July both bins were either full or half full. It appears that the Quarry are not emptying the bins as agreed.

h) **Farleigh Green playground bin –** Clerk informed members that the Village Orderly reported that since July the bin was full. North Somerset have confirmed the bin is not their responsibility and suggested removing the bin. Clerk has emailed the contractor that currently empties the dog bins for a quote and he has quoted £5 per clearance per week. The members agreed to add this fee on to the usual dog bin collections.

i) **Safe route to school** – covered under 088 d) above.

j) **Dog bins** – **<u>it was agreed</u>** to extend current contract until beginning of March 2025.

k) **Community land** – covered under 088 d) above

l) **Request for parking restrictions** at Parsons Mead junction. Cllr Coombs confirmed that the Parish Council had requested double yellow lines in the past and he suggested we should request again via our District Councillor. Cllr Seaver suggested to make the request more substantial and also request a proper crossing on Station Road, opposite the school. Cllr Andersson suggested approaching the school about a comprehensive safety review. Cllr Walker suggested contacting the school prior to NSC.
Action: Cllr Coombs

098(24) **Quarry (Tarmac)**
Cllr Coombs confirmed that Stancombe Quarry want the restriction removed regarding out of hours working. The members confirmed no complaints had been received when the quarry worked out of hours but that it should be objected to based on potential noise and disruption. Cllr Coombs suggested that restrictions could be lifted X number of times per year. Cllr Walker questioned how this could be monitored.
Action: Cllr Coombs

099(24) **Defibrillator**
Clerk confirmed that she had researched defibrillators and funding and that the information was set out in the Clerk's report. Two defibrillators are to be replaced by February 2026. Cllr Andersson suggested that the Council should apply to the quarry fund for the new proposed defibrillator on Post Office Lane, work with the Hub (as it is a charity) on the replacement of the village hall defibrillator, possibly through the Lloyds bank fund and work with the school on the replacement of the defibrillator outside Flax Bourton primary school possibly through a lottery fund application.
Action: Clerk and Cllr Andersson

0100(24) **Nomination of trustees to Flax Bourton Community Trust**

a) Cllr Coombs and Cllr Andersson proposed and resolved the nomination of Adrienne Hughes and Katherine Falconer as nominative trustees of Flax Bourton Community Trust.

b) **<u>It was agreed</u>** that going forward regarding the process for appointment of Trustees that the vacancies should be advertised for four weeks prior to appointment.

0101(24) **Clerk's Report**
Noted

0102(24) ***Confidential Items***
Resolved: That pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and

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Chair …… **Date**……

Press be excluded from the meeting for the following items due to the confidential nature of the business to be transacted

103(24) **Date of the next Meeting**

It was noted that the date of the next **Parish Council Meeting** is 11 **November 2024** (in the **School Hall** at **Flax Bourton Primary School**) at 7:30pm.

Meeting ended 21:27

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Chair …….. **Date**……..

FLAX BOURTON PARISH COUNCIL

PAYMENT SCHEDULE: PAYMENTS & RECEIPTS FOR AUGUST 2024

Receipts

Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
Lloyds Bank	24:R07	Bank interest	09/07/2024	**BACS**	**£76.95**		**£76.95**		
Lloyds Bank	24:R08	Bank interest	09/08/2024	**BACS**	**£71.92**		**£71.92**		
				TOTAL	**£148.87**	**£0.00**	**£148.87**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
Corporate Cleaning Services	24:61	Dog Bin Collections July 24	11/8/2024	BACS	£125.00	£0.00	£125.00		
CPS Grounds	24:62	Grounds Maintenance-field- Aug 24 (S106)	11/8/2024	BACS	£311.87	£62.37	£374.24		
HP Instant Ink	24:64	Printer ink cartridge	16/8/2024	DD	£4.57	£0.91	£5.48		
Google Workspace	24:60	Google Workspace 1-31 July 24	7/8/2024	DD	£8.40	£0.00	£8.40		
Helen Nelson	24:59	Clerk's Salary July 24	11/8/2024	BACS	[redacted]				
VO Salary	24:63	Aug 24 (Jul hrs)	11/8/2024	BACS					
Clare Melton	24:55	Temp cover 6 Jul-28 Jul 24	11/8/2024	BACS					
Tesco Mobile	24:65	Monthly charge for phone	11/8/2024	DD	£7.01	£0.00	£7.01		
HMRC	24:66	6 Jul- 5 Aug 24 (mth 4)	11/8/2024	BACS	£172.20	£0.00	£172.20		
GB Sport and Leisure UK Limited	24:56	Annual playground inspection	11/8/2024	BACS	£93.00	£18.60	£111.60		
GB Sport and Leisure UK Limited	24:57	Annual table tennis area inspection	11/8/2024	BACS	£93.00	£18.60	£111.60		
BDO LLP	24:58	AGAR Limited Assurance Review	11/8/2024	BACS	£315.00	£63.00	£378.00		
Helen Nelson	24:54	Stamps for VO's payslips	11/8/2024	BACS	£6.80	£0.00	£6.80		
				TOTAL	**£1,955.94**	**£163.48**	**£2,119.42**		

Transfers (BBI Instant Account to Treasurer's Account

Details	Date transferred	Amount	Notes
For bills	11/08/2024	2200	
		TOTAL	**£2,200.00**

Invoices out

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

FLAX BOURTON PARISH COUNCIL

PAYMENT SCHEDULE: PAYMENTS & RECEIPTS FOR SEPTEMBER 2024

Receipts

Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
Lloyds Bank	24:R10	Bank interest	9/9/2024	BACS	£61.55		£61.55		
North Somerset Council	24:R09	Precept	6/9/2024	BACS	£13,500.00		£13,500.00		
				TOTAL	**£13,561.55**	**£0.00**	**£13,561.55**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
Corporate Cleaning Services	24:70	Dog Bin Collections Aug 24	11/9/2024	BACS	£100.00	£0.00	£100.00		
CPS Grounds	24:69	Grounds Maintenance-field- Sept 24 (S106)	11/9/2024	BACS	£311.87	£62.37	£374.24		
HP Instant Ink	24:75	Printer ink cartridge	10/9/2024	DD	£4.57	£0.92	£5.49		
Google Workspace	24:68	Google Workspace 1-31 Aug 24	6/9/2024	DD	£8.40	£0.00	£8.40		
Helen Nelson	24:71	Clerk's Salary Aug 24	11/9/2024	BACS	[redacted]				
VO Salary	24:72	Sept 24 (Aug hrs)	11/9/2024	BACS					
Tesco Mobile	24:74	Monthly charge for phone	23/9/2024	DD	£7.00	£0.00	£7.00		
HMRC	24:73	6 Aug- 5 September 24 (mth 5)	11/9/2024	BACS	£172.20	£0.00	£172.20		
Glendale Countryside Limited	24:67	Works carried out on A370 footpath	11/9/2024	BACS	£235.00	£47.00	£282.00		
JB Property Services	24:76	Manhole repairs	11/9/2024	BACS	£516.00	£0.00	£516.00		
HMRC	24:77	Refund of HN's PAYE payment in wrong period	11/9/2024	BACS	-£129.40	£0.00	-£129.40	Scribe explained that this should be a negative payment and not classed as a receipt.	
				TOTAL	**£1,763.39**	**£110.29**	**£1,873.68**		

Transfers (BBI Instant Account to Treasurer's Account

Details	Date transferred	Amount	Notes
For bills	10/9/2024	2000	
		TOTAL	**£2,000.00**

Invoices out

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

FLAX BOURTON PARISH COUNCIL

PAYMENT SCHEDULE: PAYMENTS & RECEIPTS FOR OCTOBER 2024

Receipts

Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
Lloyds Bank	24:R13	Bank interest	9/10/2024	BACS	£67.39	£0.00	£67.39		
Flax Bourton Hub	24:R12	Reimbursement for School Hall Hire (1st Payment)	18/9/2024	BACS	£100.00	£0.00	£100.00		
				TOTAL	**£67.39**	**£0.00**	**£67.39**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
Corporate Cleaning Services	24:83	Dog Bin Collections Sep 24	10/10/2024	BACS	£100.00	£0.00	£100.00		
CPS Grounds	24:81	Grounds Maintenance-field- Oct 24 (S106)	10/10/2024	BACS	£311.87	£62.37	£374.24		
HP Instant Ink	24:85	Printer ink cartridge	13/10/2024	DD	£4.57	£0.92	£5.49		
Google Workspace	24:82	Google Workspace 1-30 Sep 24	7/10/2024	DD	£8.40	£0.00	£8.40		
Helen Nelson	24:80	Clerk's Salary Sep 24	1/10/2024	BACS					
Helen Nelson	24:90	Refund of overpayment of 1p Clerk's salary	10/10/2024	BACS	-£0.01	£0.00	-£0.01	scribe explained that this should be a negative payment and not classed as a receipt.	
VO Salary	24:86	Oct 24 (Sep hrs)	10/10/2024	BACS					
Tesco Mobile	24:88	Monthly charge for phone	23/10/2024	DD	£7.00	£0.00	£7.00		
HMRC	24:87	6 Sep- 5 Oct 24 (mth 6)	10/10/2024	BACS	£134.40	£0.00	£134.40		
The Land Registry	24:78	Copy of Title plan for FB Hub - ST259167	17/9/2024	Card	£19.95	£0.00	£19.95		
Gov.uk	24:79	Copy of Title plan for land adj to FB Hub - ST267357	20/9/2024	Card	£3.00	£0.00	£3.00		
SLCC	24:89	Membership	10/10/2024	BACS	£183.00	£0.00	£183.00		
Jason Ball	24:84	Repairs to Farleigh Green Play Area	7/10/2024	BACS	£650.00	£0.00	£650.00		
				TOTAL	**£2,316.63**	**£63.29**	**£2,379.92**		

Transfers (BBI Instant Account to Treasurer's Account

Details	Date transferred	Amount	Notes
For bills	7/10/2024	2300	
		TOTAL	**£2,300.00**

Invoices out

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