Flax Bourton Parish Council
Minutes of the Parish Council Meeting held on 11th November 2024 commencing at 7:30pm in the Hall at Flax Bourton Primary School

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

7:34pm One member of the public arrived

104(24) **Apologies and Reasons for Absence**
None

105(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.

106(24) **Councillor Co-option**
a) None
b) None

107(24) **Public Forum Session**
The member of public attending lives on the main road raised the issue of pavement cleaning and offered to set up a working party. Cllr Andersson mentioned the reason for using a contractor on the safe route to school was to clear the paths and how it's less reliable to rely on volunteers as they don't have the necessary health and safety training, insurance and equipment. Cllr Coombs mentioned that the quarry might be open to assisting with cleaning the pavements.

108(24) **Minutes for Approval**
It was resolved to approve and sign the minutes of the Parish Council Meeting held on 16th October 2024.

109(24) **Finance and Personnel**

a) **It was resolved** to ratify the payments made since the meeting on 16th October 2024 totalling £1,666.15
b) **Alternative savings account with Unity** – ongoing. Clerk mentioned the rates were lower than expected and that she would look into alternatives.
Action: Clerk
c) **Budget**
Budget discussion included in Annex A.
d) **It was resolved** to approve the new invoices totalling **£725.33** for online payment. The Bank Reconciliation, monthly accounts statement and the Payments and Receipts Schedule were also **received and approved**.

110(24) **Planning**
To receive and comment on planning application/s as Support, Object or Neutral:

a) **24/P/2057/SJA Flax Bourton Village Hall, Farleigh Court, Old Weston Road, Flax Bourton, BS48 1UR**
Support
Action: The Clerk

111(24) **North Somerset Council Local Plan 2039**
No update.

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112(24) **North Somerset Council's Bus Service Improvement Plan (BSIP)**
Cllr Coombs is hopeful the fund will continue. Cllr Coombs to follow up with Councillor Waite.
Action: Cllr Coombs

113(24) **North Somerset Council's proposed devolution of services**
Cllr Coombs said there's no specific proposals for Parish Councils and the we are unlikely to be asked to take on additional services until 2026.

114(24) **Biodiversity Duty**
Cllr Andersson proposed distributing a leaflet to the residents of Farleigh Green regarding leaving a strip of grass unmown. Cllr Crawford volunteered to distribute the flyers.
Action: Cllr Andersson

Cllr Walker left at 9:16pm

115(24) **Flooding**
Cllr Coombs said that there was no update other than the observation that the flooding didn't seem to have reoccurred at the Angel. Stancombe Quarry said they are convinced there is no change in practice to disposal of their water.

116(24) **Flax Bourton Hub**
The contract for the guttering will commence in spring 2025 because of the painting and the weather.

117(24) **Farleigh Green playing fields and playground**
Clerk advised that the tree survey was going ahead.

118(24) **Highways**

a) **A370 Safety Scheme** – covered under 119 below
b) **Pavements and Footpaths** - Cllr Walker questioned whether a bus stop had been lost and Cllr Andersson said that it had been destroyed in a recent car accident.
c) **Public Rights of Way** — No update
d) **Stancombe Lane waste bin** – Clerk informed members that the Village Orderly reported that since October's meeting both bins were either full or half full. It appears that the Quarry are not emptying the bins as agreed. Cllr Coombs will speak to the quarry about this.
e) **Farleigh Green playground bin – is being emptied biweekly**
f) **Safe route to school** –Cllr Andersson said we might have to look at other contractors as Glendales might be unable to do the works. Cllr Coombs mentioned the issue of poor visibility at Parsons Mead.
g) **Community Land.** No update.
h) **Request for parking restrictions** at Parsons Mead junction. Cllr Coombs to have a discussion with Cllr Waite.

119(24) **Quarry (Tarmac)**
Cllr Coombs met with Dan Jones, the quarry manager. He has agreed to, subject to the agreement of his line manager, the quarry funding a pavement sweeper. He will ensure that the road sweeping is done weekly. The Council asked the quarry if they would consider funding two cleans a year of the road gullies. He has also agreed to fund the edging out of the footpaths up to Farleigh, subject to discussion with North Somerset. Clerk is to liaise with Backwell Parish Council.

120(24) **Defibrillator**
Cllr Andersson has completed the old form. Clerk to transcribe information over and send to the fund.
Action: Clerk

Member of public left 9:29pm

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Chair …… **Date**……

0121(24) **Clerk's Report**
Noted

0122(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

123(24) **Date of the next Meeting**
It was noted that the date of the next **Parish Council Meeting** is **9 December 2024** (in the **School Hall** at **Flax Bourton Primary School**) at 7:30pm.

Meeting ended 9:34pm

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Annex A

Cllr Coombs mentioned we should try and keep the precept at a stable level year on year. £27,000 is our current level. Regarding the highways budget line we have £10,000 unspent in the current year which can be carried forward which was intended for the provision of road crossings and pavements. Sources of funding are hopefully from the Bus Service Improvement Plan which can cover improvements to access to bus stops. Cllr Seaver asked what the Parish Council had to contribute. Cllr Coombs said it depends on the statutory obligation of NSC. Cllr Coombs said NSC draw up a list of priorities and a contribution from the Council can influence this. Cllr Andersson said that accidents statistics influence the priority. Cllr Walker responded that it is entirely reactive. Cllr Coombs proposed that we increase the budget by £5,000.

The Clerk then went on to discuss the budget line by line:

- Clerk's salary. There is a 5.5% pay award for the current year. To arrive at the budget figure for next year we need to allow for a similar increase. Clerk to calculate.
  Action: Clerk

- Clerk's pension. Clerk would like to keep this option open for the future.

- Orderly's salary. £600 increase suggested for next year's budget.
  Action: Clerk to check

- PAYE/ HMRC.
  Action: Clerk to calculate.

- Clerk's mobile phone. This is currently £7 a month. A budget of £105 was proposed subject to checking.
  Action: Clerk to calculate.

Administration

- Stationery/ office supplies. £100 budget was agreed upon.

- Office equipment. None spent this year. £200 budget was agreed upon.

- Chair's Allowance. None spent this year. £100 budget agreed upon.

- Insurance (inc Village Hall). This is a fixed contract amount of £1339.80.

- Internal and external audit. There was an overspend on this of 20%. Clerk suggested we should allow £450 this year. £450 budget agreed upon.

- Website – hosting and email. Small underspend this year. £250 budget agreed upon

- Software subscriptions. Large underspend on Google Workspace this year. £330.75 budget agreed upon.

- Travel expenses. None spent so far this year. £40 budget agreed upon.

- Communications/ social media. None spent so far this year. £100 budget agreed upon.

- Scribe (Accounts Package). Clerk to investigate.

Action: Clerk to check

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- School Hall Hire. As the hire is paid for by The Hub the budget agreed upon was £0.
- Cllrs and Clerk's training. £350 budget agreed upon.

Subscriptions (annual)

- ICO – Data protection registration. £40 budget agreed upon.
- SLCC. £200 budget agreed upon.
- CPRE £40 budget agreed upon.
- ALCA and NALC £200 budget agreed upon.

Farleigh Green Play Area

- Play area maintenance (not grass). There has been an exceptional overspend this year of 8% so far. Budget for this year is £1,000. £1,000 budget agreed on.
- Renewal of play equipment. This is a new line for next year's budget and £1,000 was agreed upon.
- Play area quarterly/ annual inspections. There has been an overspend of 15% so far this year. A budget of £300 was agreed upon.

Maintenance Contracts/ Assets

- Dog bin emptying. We have spent 56% of the budget so far. 5 dog bins per week are being emptied. Farleigh Green waste bin added bi-weekly. A budget of £1,700 was agreed upon.
- General maintenance of Assets. None spent this year. A budget of £400 was agreed upon.
- Defibrillator maintenance. A budget of £150 was agreed upon.
- Verge maintenance. A budget of £1,600 was agreed upon.

Village Hall

- Legal fees – Lease etc. None spent so far this year so far. A budget of £2,000 was agreed upon to cover future lease fee.
- Fabric maintenance/ dilapidation. Current budget is £2,200. A budget of £2,500 was agreed upon.

Exceptional spend

- Website redesign. A budget of £100 was agreed upon.
- A370 traffic calming measures. Discussed above. A budget increase of £5,000 was agreed upon.
- Planting. A budget of £250 was agreed upon.

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- Election costs. A budget of £0 was agreed upon.
- Stancombe quarry grant for road improvements. A budget of £0 was agreed upon.
- Fund for road improvements. A budget of £0 was agreed upon.
- Community Land. A new line in the budget to be created. A budget of £2,000 was agreed upon for legal expenses and professional fees.

Earmarked reserves

- Professional fees. A carried forward budget of £10,000 was agreed. Funds required in case the Parish Council needs to employ planning consultants and transportation consultants for a road study regarding the Local Plan.
- Village hall contingency. A carried forward budget of £5,000 was agreed.
- CIL money. A carried forward budget of budget of £395.58 was agreed.
- Village hall sinking fund A carried forward budget of £3,000. A further £3,000 was agreed upon.

Cllr Walker said he would like to take a step back to see what percentage of our funds go towards the upkeep of the Village Hall.

S106 Farleigh Green Playing Field

- Maintenance of playing fields – A carried forward reserve of £26,829.48 for this year.

End of budget discussion.

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Chair …….. **Date**……..

FLAX BOURTON PARISH COUNCIL

PAYMENT SCHEDULE: PAYMENTS & RECEIPTS FOR NOVEMBER 2024

Receipts

Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
				TOTAL	**£0.00**	**£0.00**	**£0.00**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
Corporate Cleaning Services	24:100	Dog Bin and Farleigh Green Collections Oct 24	12/11/2024	BACS	£105.00	£0.00	£105.00		
CPS Grounds	24:94	Grounds Maintenance-field- Nov 24 (S106)	12/11/2024	BACS	£311.87	£62.37	£374.24		
HP Instant Ink	24:97	Printer ink cartridge	13/11/2024	DD	£4.57	£0.92	£5.49		
Google Workspace	24:95	Google Workspace 1-31 Oct 24	7/11/2024	DD	£8.40	£0.00	£8.40		
Helen Nelson	24:93	Clerk's Salary Nov 24 and refund of overpayment of NI	1/11/2024	BACS	[redacted]				
VO Salary	24:98	Nov 24 (Oct hrs)	12/11/2024	BACS					
Tesco Mobile	24:96	Monthly charge for phone	23/11/2024	DD	£7.00	£0.00	£7.00		
HMRC	24:92	6 Sep - 5 Oct (mth 6) correction	29/10/2024	BACS	£304.25	£0.00	£304.25		
GB Sport & Leisure	24:91	Playground inspection including table tennis area	12/11/2024	BACS	£32.00	£6.40	£38.40		
Helen Nelson	24:99	Reimbursement for plastic wallets	12/11/2024	BACS	£2.71	£0.54	£3.25		
				TOTAL	**£2,324.50**	**£70.23**	**£2,391.48**		

Transfers (BBI Instant Account to Treasurer's Account

Details	Date transferred	Amount	Notes
For bills	11/11/2024	2500	
		TOTAL	**£2,500.00**

Invoices out

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