Flax Bourton Parish Council
Minutes of the Parish Council Meeting held on 14th April 2025 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 H Nelson (Parish Clerk)

7:30pm Two members of the public arrived

001(25) **Apologies and Reasons for Absence**
Apologies received from Cllr Seaver and Cllr Walker due to holiday. Apologies received from District Councillor Waite due to a clash in meetings.

002(25) **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(25) **Councillor Co-option**
A member of the public has shown interest.

004(25) **Public Forum Session**

Two members of the public again discussed ongoing severe disruption to their living conditions by neighbouring contractors on Clevedon Road. They asked the Council for any help we can give. They were advised to liaise with District Councillor Waite and District Councillor Cartman.

8pm Two members of the public left

005(25) **Minutes for Approval**
It was resolved to approve and sign the minutes of the Parish Council Meeting held on 10th March 2025.

006(25) **Finance and Personnel**

a) It was resolved to ratify the payments made since the meeting on 10th March 2025 totalling £404.25
b) The Village Orderly's salary was reviewed and it was agreed to move the Village Orderly up to band 7 [redacted]
   Action: Clerk to send a letter to VO notifying him of his new salary
c) The new monthly Lloyds service charge of £4.25 was acknowledged
d) The increase in HP Ink's monthly charge to £6.49 was acknowledged
e) The reduction in savings rate regarding the Charity Bank from 3.04% to 2.94% with effect from 17th April was acknowledged
f) The internal audit arrangements were approved
g) **Annual Governance & Accountability Return 2024-2025** – 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
h) **It was resolved** to approve the new invoices totalling £6653.20 for online payment. The Bank Reconciliation, monthly accounts statement and the Payments and Receipts Schedule were also **received and authorised**.

Chair …… **Date**……

007(25) **Planning**

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

a) **25/P/0640/FUH – 4 Rosemount Road, Flax Bourton, BS48 1UQ**
Action: Clerk to comment as Neutral on NSC's website.

b) **25/P/0651/HHPA - 2 Orchard Cottages, Station Road, Flax Bourton, BS48 1UF**
Action: Clerk to comment as Neutral on NSC's website.

008(25) **North Somerset Council Local Plan 2039/40**

No update.

009(25) **North Somerset Council's Bus Service Improvement Plan (BSIP)**

Cllr Coombs confirmed that North Somerset are still pursuing monies from the BSIP and that we have requested North somerset to include improvements to road crossings and bus shelters.

010(25) **Biodiversity Duty**

Cllr Andersson confirmed that she had had a discussion with the school council and they had proposed a willow tree be planted in lieu of the common lime which is due to be removed after nesting season.
Action: Cllr Andersson to contact the tree consultant to see whether this would be a good idea.

011(25) **Flooding**

Cllr Coombs confirmed that NSC are placing a contract on this. The Council have received an email from NSC asking us to assist in identifying social value outcomes for Flax Bourton in relation to the highway drainage works. The following options were suggested; to have all the pavements cleaned and swept on A370, to have pavements sided out on A370, replacement of the two defibrillators at the Village Hall and Flax Bourton Primary school, installing traffic islands (already approved by the Council) and refurbishment of the Parish Council noticeboards on Post Office Lane.
Action: Clerk to send an email to NSC with above suggestions

012(25) **Flax Bourton Hub**

Cllr Coombs reported that the new gutters and fascias have been installed. The Hub has contributed fifty percent of the cost and is happy with the outcome.

013(25) **Farleigh Green playing fields and playground**

No update.

014(25) **Highways**

a) **A370 Safety Scheme** – no update.
b) **Pavements and Footpaths** – no update.
c) **Public Rights of Way** – the steps by the cricket ground have been repaired.
d) **Stancombe Lane waste bin** – Tarmac assured us that they would empty the waste bins.
Action: Clerk to email Dan Jones.
e) **Belmont crossroads signage** – no update.
f) **Safe route to school** – no update.
g) **Community Land –Action:** the school has been asked for its thoughts on the future use of the land.
h) **Request for parking restrictions** – Cllr Coombs to contact District Councillor Annemieke Waite.
i) **Parish Boundary sign** – Cllr Coombs confirmed that NSC have quoted £1,500 plus VAT for replacement. The Council considered that this was the responsibility of North Somerset. Separately Cllr Andersson questioned whether we could get a quote for two small signs reinforcing the village

Chair …… **Date**……

gateway signs saying "Flax Bourton Please drive carefully" as discussed in the original design.
Action: Clerk to contact Dave Murphy to see if they are still in the pipeline and if not how much the small signs would cost.

015(25) **Quarry (Tarmac)**
The Community Fund agreed to approve a grant to ourselves and Backwell Parish Council for the siding out of the pavements. The grant towards the defibrillator was approved.

016(25) **Defibrillator**
The purchase of a defibrillator and installation costs for Post Office Lane was approved. The Council chose quote B at a cost of £2,345 + VAT (the Council can claim back the VAT). The council agreed to authorise expenditure once the funds had been received.

017(25) **Clerk's Report**
The Clerk's report was noted.

018(25) **To review policies and procedures**
The Clerk corrected Risk Register to Risk Assessment in the Agenda. The Financial Regulations, Standing Orders, Risk Assessment, Asset Register and Data Protection policy were reviewed.

After discussion, the Council agreed to amend the document as per a previous resolution to increase the competitive tender limit to £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. Cllr Coombs also proposed that that "two councillors" should be changed to "two authorised signatories" in relation to electronic payments. In the Financial Regulations Cllr Crawford proposed to remove "The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this" in clause 2.6 and proposed to remove the duplication of "and must" in clause 4.7. It was agreed that the Clerk would amend the Standing Orders and Financial Regulations to reflect these changes.

It was proposed that 3 yearly tree surveys should be added to the Risk Assessment, along with annually reviewing the safety equipment and risks related to VO's duties. Aforementioned policies and procedures considered approved and adopted once amends have been made.
Action: Clerk

019(25) **Community Governance Review 2025**

021(25) **Confidential matters**

020(25) **Date of the next Meeting**
It was noted that the date of the next **Parish Council Meeting** is **12 May 2025** (in the **School Hall** at **Flax Bourton Primary School**) at 7:30pm.

Meeting ended at 9:28pm

Chair …… **Date**……

FLAX BOURTON PARISH COUNCIL

PAYMENT SCHEDULE: PAYMENTS & RECEIPTS FOR APRIL 2025

Receipts

Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
Lloyds Bank	24:R18	Bank Interest	10/3/2025	BACS	£40.64	£0.00	£40.64		
Charity Bank	24:R19	Bank Interest	31/3/2025	BACS	£124.60	£0.00	£124.60		
Flax Bourton Hub	25:R01	Payment of school hire (2nd half of 2024-25)	9/4/2025	BACS	£150.00	£0.00	£150.00		
Lloyds Bank	25:R02	Bank Interest	9/4/2025	BACS	£41.84	£0.00	£41.84		
HMRC	25:R04	VAT reimbursement	11/4/2025	BACS	£1,458.94	£0.00	£1,458.94		
North Somerset Council	25:R03	Precept part 1	11/4/2025	BACS	£15,000.00	£0.00	£15,000.00		
				TOTAL	**£16,816.02**	**£0.00**	**£16,816.02**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
Corporate Cleaning Services	25:02	Dog Bin and Farleigh Green Collections Mar 25	15/4/2025	BACS	£135.00	£0.00	£135.00		
CPS Grounds	25:03	Grounds Maintenance-field- Apr 25 (S106)	15/4/2025	BACS	£400.95	£80.19	£481.14		
HP Instant Ink	25:04	Printer ink cartridge	10/4/2025	DD	£4.57	£0.92	£5.49		
Google Workspace	25:05	Google Workspace 1-31 Mar 25	7/4/2025	DD	£8.40	£0.00	£8.40		
Helen Nelson	24:147	Clerk's Salary Mar 25	31/3/2025	BACS	[redacted]				
VO Salary	25:06	VO's hours Apr 25 (March hrs)	15/4/2025	BACS					
Tesco Mobile	25:07	Monthly charge for phone	22/4/2025	DD	£7.48	£0.00	£7.48		
HMRC	25:13	HMRC	18/4/2025	BACS	£74.28	£0.00	£74.28		
ALCA	25:01	Year End Audit Training	15/4/2025	BACS	£35.00	£0.00	£35.00		
ALCA	25:09	NALC and ALCA subs	15/4/2025	BACS	£193.96	£0.00	£193.96		
Lloyds Bank plc	24:146	Monthly Service charge	18/3/2025	DD	£4.25	£0.00	£4.25		
GB Sport	25:08	Quarterly playground inspection	15/4/2025	BACS	£32.00	£6.40	£38.40		
Flax Bourton C of E Primary School	25:10	Hall rental for 2024-25	15/4/2025	BACS	£250.00	£0.00	£250.00		
DRC Roofing (Bristol) Ltd	25:11	New UPVC fascias and guttering	15/4/2025	BACS	£4,250.00	£0.00	£4,250.00		
NSC	24:145	Contribution - Flax Bourton Steps	15/3/2025	BACS	£400.00	£0.00	£400.00		
				TOTAL	**£6,969.94**	**£87.51**	**£7,057.45**		

Transfers Commercial Instant Access Account to Treasurer's Account

Details	Date transferred	Amount	Notes
For bills	11/04/2025	7000	
		TOTAL	**£7,000.00**

Invoices out

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