Flax Bourton Parish Council
Minutes of the Annual Parish Council Meeting held on 12th May 2025
commencing at 7:30pm in the Hall at Flax Bourton Primary School

Those present were noted as Councillors: Andersson, Seaver, Walker and Crawford
Also present Mrs H Nelson (Parish Clerk) and three members of the public

022(25) **Nomination of a temporary Chair for today's meeting, 12th May 2025**
Cllr Crawford was nominated and voted in as temporary Chair for this meeting, in the absence of the current Chair.

023(25) **Election of Chair for the year 2025/26**
It was resolved to approve to elect Cllr Coombs as Chair.

024(25) **Apologies and Reasons for Absence**
Apologies were received from Cllr Coombs due to hospitalisation. District Cllr Waite sent apologies due to a clash with her Dundry meeting. The Councillors discussed whether District Cllr Waite could provide us with an update and that they were disappointed that she was unable to attend.

025 (25) **Register of Member's Interests**
No amendments were received to the Register of Members' Interests forms.

2 members of the public arrived at 7:45pm

026(25) **Declarations of interests from members regarding the Agenda**
None.

027(25) **Councillor Co-option**
A member of the public has shown interest.

028(25) **Public Forum Session**

029(25) **Minutes for Approval**
It was resolved to approve and sign the minutes of the Parish Council Meeting held on 14th April 2025.

030(25) **Finance and Personnel**

a) It was resolved to ratify the payments made since the meeting on 14th April 2025 totalling £52.74
b) **Annual Governance & Accountability Return 2024-2025**:
    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 2025 and ending on 15th July 2025
    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 **£1,458.81** (year three of a three-year deal)

Chair …… **Date**……

d) **It was resolved** to approve the new invoices totalling **£3,549.10** for online payment. The Bank Reconciliation, monthly accounts statement and the Payments and Receipts Schedule were also **received and authorised**.

031(25) **Planning**

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

a) **25/P/0725/TPO - North Somerset Show Ground, Bristol Road, Wraxall**
T0262 - English Oak (Quercus robur) Reduce the end-weight of the hyper extended branch in the south-eastern aspect of the crown by approximately 10-20%. Remove any unsafe deadwood. T0260 - European Ash (Fraxinus excelsior) (MEWP)to perform coronet cuts to mimic natural fracture pruning, remove all branches, leaving the main stem as a standing habitat monolith.

Action: Clerk to comment neutral on NSC's website

032(25) **North Somerset Council Local Plan 2039/40**
No update.

033(25) **North Somerset Council's Bus Service Improvement Plan (BSIP)**
No update.

034(25) **Biodiversity Duty**
The Common Lime has been cut down and will be replaced. The Clerk commented that the tree surgeon has suggested either a pine or an fastigiate oak in the application for the works. Cllr Seaver suggested the tree surgeon suggests three or four options and the Council could do a poll.

Action: Cllr Andersson will contact the tree surgeon for suggestions

035(25) **Flooding**

Two members of the public left 8:05pm

036(25) **Flax Bourton Hub**
The dry ridge quotation was discussed and it was decided that the Clerk should obtain two more quotes. It was suggested that Cllr Coombs contacts the Hub with a view to setting up a meeting before the memorandum of understanding comes to an end in September.

Action: Clerk to obtain quotes, Cllr Coombs to contact the Hub

037(25) **Farleigh Green playing fields and playground**
The Clerk said that she had spoken to Redhill engineering and they might be able to repair the barrier but that it is amongst brambles. The Councillors are happy to remove the barrier from the brambles.

Action: Councillors to remove the barrier from the brambles.

038(25) **Highways**

a) **A370 Safety Scheme** – no update.
b) **Pavements and Footpaths** – Clerk said that the pavements should be cleared and sided out by NSEC over the May half term break.
c) **Public Rights of Way** –Cllr Andersson brought up the recent issue of a fence erection at Belmont Estate and. It was understood that this was installed in error. The Clerk said she had emailed Belmont Estate asking if they could contact her in the future so that she could notify Flax Bourton residents. Cllr

Chair …… **Date**……

Andersson said that a gate has been installed which isn't wide enough for prams or wheelchairs.

Action: Cllr Andersson to contact Belmont Estate

d) **Stancombe Lane waste bin** –Clerk said that these were not emptied in April and that she has chased Dan Jones at Tarmac but is yet to receive a response.
e) **Belmont crossroads signage** – Clerk said that she has chased NSEC regarding replacement.
f) **Safe route to school** – no update.
g) **Community Land –** Clerk said VWV had asked us to request an Option to Purchase Agreement from NSC (which is not held at the Land Registry) and that she is waiting to hear back.
h) **Request for parking restrictions** –no update.
i) **Parish Boundary sign** –Clerk said that she is waiting to hear back from Dave Murphy.

039(25) **Quarry (Tarmac)**

Clerk confirmed that the Council have received the monies from the Stancombe Quarry fund for the siding out and the defibrillator.

040(25) **Defibrillator**

The Clerk said that she has contacted Mark Cogan from NSC to find out when the electricity supply can be connected for the new defibrillator and that he will be in touch. Clerk also said that she has contacted Heartsafe to see what the lead time is on a defibrillator and Clive Setter advised that it would take around two weeks. Cllr Andersson questioned whether the noticeboards might need repositioning. It was decided that we would order the defibrillator after hearing back from NSC about the electrical installation.

Action: Clerk to order defibrillator after hearing from NSC.

041(25) **Clerk's Report**

The Clerk's report was noted.

042(25) **Policies and Procedures**

The Council agreed to continue to review policies and procedures gradually throughout the year.

043(25) **Community Governance Review 2025**

No update.

Cllr Andersson suggested a targeted appeal to Flax Bourton residents asking them to join as Councillors. Cllr Walker suggested putting the information that Cllr Seaver has produced for the ARM in the village magazine. Cllr Seaver suggested a community event at the Village Hall setting out who we are and what we do. It was suggested to host an event at the end of June or the beginning of July. Clerk to discuss with Cllr Coombs and contact the Hub for availability for the last week of June and the first week of July. Cllr Andersson suggested contacting Adrienne Hughes regarding having a Parish Council stand at the Michaelmas Fair. Cllr Walker suggested sending a personal message on the Whatsapp group asking for Councillors. Cllr Seaver suggested putting something in the magazine asking for Councillors and raising awareness.

Action: Clerk to discuss with Councillor Coombs

044(25) **Date of the next Meeting**

It was noted that the date of the next **Parish Council Meeting** is **9th June 2025** (in the **School Hall** at **Flax Bourton Primary School**) at 7:30pm.

Chair …… **Date**……

Cllr Walker resigned from the Parish Council. Resignation accepted by Cllr Crawford. Cllr Walker was thanked for all his hard work over the last decade.

Meeting ended at 9:01 pm

Chair ……. **Date**……..

FLAX BOURTON PARISH COUNCIL

PAYMENT SCHEDULE: PAYMENTS & RECEIPTS FOR MAY 2025

Receipts

Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
Lloyds Bank	25:R08	Bank Interest	10/5/2025	BACS	£41.39	£0.00	£41.39		
NSC	25:R05	Village Orderly grant	22/4/2025	BACS	£106.75	£0.00	£106.75		
NSC	25:R07	Stancombe fund for defib and elec supply	9/5/2025	BACS	£3,548.00	£0.00	£3,548.00		
NSC	25:R06	Stancombe fund for siding out	9/5/2025	BACS	£2,500.00	£0.00	£2,500.00		
				TOTAL	**£6,196.14**	**£0.00**	**£6,196.14**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
Corporate Cleaning Services	25:24	Dog Bin and Farleigh Green Collections Apr 2	13/5/2025	BACS	£150.00	£0.00	£150.00		
CPS Grounds	25:20	Grounds Maintenance-field- May 25 (S106)	13/5/2025	BACS	£400.95	£80.19	£481.14		
HP Instant Ink	25:22	Printer ink cartridge	12/5/2025	DD	£4.57	£0.92	£5.49		
Google Workspace	25:21	Google Workspace 1-31 Apr 25	8/5/2025	DD	£8.40	£0.00	£8.40		
Helen Nelson	25:12	Clerk's Salary Apr 25	30/4/2025	BACS	[redacted]				
VO Salary	25:25	VO's hours May 25 (April hrs)	13/5/2025	BACS					
Land Registry Direct	25:14	Copy of Title for FB Village Hall	15/4/2025	CARD	£20.00	£0.00	£20.00		
Tesco Mobile	25:23	Monthly charge for phone	22/5/2025	DD	£7.48	£0.00	£7.48		
Amazon	25:15	Trolley for VO	17/4/2025	CARD	£23.32	£4.67	£27.99		
Amazon	25:16	Printer paper	22/4/2025	CARD	£3.96	£0.79	£4.75		
Olga Shepherd	25:18	Internal audit fee	13/5/2025	BACS	£83.25	£0.00	£83.25		
Clear Councils	25:19	Insurance renewal	13/5/2025	BACS	£1,458.81	£0.00	£1,458.81		
HMRC	25:27	HMRC	13/5/2025	BACS	£139.93	£0.00	£139.93		
Lloyds Bank plc	25:17	Monthly Service charge	22/4/2025	DD	£4.25	£0.00	£4.25		
				TOTAL	**£3,515.27**	**£86.57**	**£3,601.84**		

Transfers Commercial Instant Access Account to Treasurer's Account

Details	Date transferred	Amount	Notes
For bills	12/05/2025	3600	
		TOTAL	**£3,600.00**

Invoices out

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