Flax Bourton Parish Council

Minutes of the Parish Council Meeting held on 13th October 2025 commencing at 7:30pm in the Hall at Flax Bourton Primary School

Those present were noted as Councillors: Coombs, Crawford and Seaver
Also present Mrs H Nelson (Parish Clerk)

Cllr Coombs thanked Cllr Andersson for her service to the Council.

086(25) **Apologies and Reasons for Absence**
District Councillor Waite sent her apologies. She is attending a meeting elsewhere and sent a report to the Council in October.

087(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.

088(25) **Public Forum Session**

089(25) **Councillor Co-option**
The Council discussed encouraging new applicants focusing on specific themes. A regular flyer was discussed to raise awareness.

090(25) **Minutes for Approval**
It was resolved to approve and sign the minutes of the Parish Council Meeting held on 30th June 2025.

091(25) **Finance and Personnel**

a) Payments totalling £16,333.61 were ratified since the last meeting on 30th June 2025.
b) The completion of the Annual Governance & Accountability Return 2024-2025 was noted and External Auditor's report was received
c) AGAR Assertion 10 expenditure in relation to data protection measures was discussed and an accessibility audit was authorised. A monthly fee of £1.99 of One Drive to backup data was approved.

Action: Clerk to set up One Drive subscription.

Action: Cllrs to advise what needs removing from the website prior to accessibility audit

d) The reduction in interest rate on Lloyds Commercial Instant Access Account from 0.70% to 0.60% was noted.
e) The transfer of £500 from the Village Hall Maintenance budget to the Village Hall Contingency budget to pay for hip repairs to the The Hub was noted.
f) The budget was discussed generally and will be revisited in November's meeting.
g) **It was resolved** to approve the new invoices totalling £2,409.90 for online payment. The Bank Reconciliations, monthly accounts statements, Payments and Receipts Schedules were also **received and authorised**.

092(25) **Planning**
To receive and comment on planning application/s as Support, Object or Neutral:

a) **25/P/1557/FUH - Mill Farm, Station Road, Flax Bourton, BS48 1NG** - Proposed internal and external alterations to the existing property, works to include:- installation of new bespoke timber-framed secondary glazing units to all windows throughout the property. Installation of a new inner door behind the existing front door and an additional pair of inward opening

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doors to the rear elevation. Enclosure of the existing porches to the south-east and south-west elevations with new timber-framed structures. Upgrading of the existing pitched roofs to include new modern insulation, and soft wood battens, re-laying the existing tiles whilst replacing any damaged tiles with matching reclaimed tiles.
Action: Clerk to comment as neutral

b) **25/P/1558/LBC - Mill Farm, Station Road, Flax Bourton, BS48 1NG -** Listed building consent for proposed internal and external alterations to the existing property, works to include:- installation of new bespoke timber-framed secondary glazing units to all windows throughout the property. Installation of a new inner door behind the existing front door and an additional pair of inward opening doors to the rear elevation. Enclosure of the existing porches to the south-east and south-west elevations with new timber-framed structures. Upgrading of the existing pitched roofs to include new modern insulation, and soft wood battens, re-laying the existing tiles whilst replacing any damaged tiles with matching reclaimed tiles.
Action: Clerk to comment as neutral

c) **Rubix Land** - proposing an infrastructure-led sustainable urban extension of land east of Backwell.
Action: Cllr Seaver to review and respond

d) Proposed Stopping up of highway at Cambridge Batch Garage, Weston Road, Long Ashton, BS48 3QR (SW/6112)
Noted.

e) 25/P/1534/FUL -Grange Farmhouse, Main Road, Flax Bourton, BS48 3QJ - Replacement of existing dwelling, provision of extension and conversion of outbuilding into habitable accommodation together with associated external works.
Action: Clerk to object on the basis it involves the demolition of a heritage building and the new building is out of character with the setting.

093(25) **North Somerset Council Local Plan 2039/40**

094(25) **North Somerset Council's Bus Service Improvement Plan (BSIP)**
The Director of Highways has asked for the bus shelter to be replaced at The Grange.

095(25) **Biodiversity Duty**
The Green Canopy Project and the Treeapp were discussed and can be looked at in the future.
Action: Cllr Seaver to carry out tree poll for the community to replace the Common Lime.

096(25) **Flooding**
The flooding scheme is complete. The flood control officer has been asked to contact Network Rail to see what is happening with the holding ponds.

097(25) **Flax Bourton Hub**
Four windows have been replaced at The Hub. The Village Orderly has reported that footballs are still being kicked at the wall and marking it. The Hub is looking into a solution. Cllr Coombs has contacted two more architects for quotes for moving a door at The Hub.

098(25) **Farleigh Green playing fields and playground**
The replacement of the junior (blue) swings was discussed. The Clerk advised that the Council might be able to get a grant from North Somerset Council towards the playground.
Action: Clerk to arrange a meeting with NSC regarding a grant for the playground. Cllrs Coombs and Crawford to look into alternative remedies to fix the wet pour.

099(25) **Highways**

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a) **A370 Safety Scheme** – no update
b) **Pavements and Footpaths** – the pavement from Flax to Backwell Farleigh has been sided out and now passable. The owners of a property on the main road are yet to cut back their bushes despite being asked over the summer. This is causing a danger to pedestrians as it forces them towards the road to get past.
c) **Public Rights of Way** – no update
d) **Alternative path Belmont Estate –** Clerk has contacted Belmont about recent changes that have been made (a diagonal path has been ploughed up) and another established path has been completely ploughed up. Clerk and Cllr Coombs to meet up with Belmont Estate in November.
e) **Stancombe Lane waste bin** –the Village Orderly has confirmed the bins are not being emptied
f) **Safe route to school** – no update
g) **Community Land –** the Council have received a quote from a law firm. Other quotes have been requested but the Council has not heard back.
Action: Cllr Seaver to seek advice from a lawyer.
h) **Parish Boundary sign and gateway signs** – waiting for a response from contractor.
i) **Email from resident with sign proposals** – no update
j) **Highway drainage works –** social value outcomes result was positive and the Clerk should be receiving two new defibrillators soon to replace those at the primary school and The Hub.
k) **Application for consent -** street trading opposite Jubilee Inn was discussed. NSC have confirmed that the licence does have conditions with regards to the maintenance and cleansing of the site
l) **Rerouting of cycle path –** the proposal is not likely to score highly and NSC has no appetite to amend the path.
m) **Email from resident –** there was a rubbish collection issue on Church Lane but this was resolved

100(25) **Quarry (Tarmac)**
The quarry has been asked formally to sponsor additional gully emptying and pavement clearance. The request has to go to corporate support for approval.

101(25) **Defibrillator**
The Post Office Lane defibrillator is awaiting installation. North Somerset have purchased two replacement defibrillators to go outside the primary school and The Hub.

102(25) **Assertion 10 (AGAR 2025/26) Digital and Data Compliance**
Assertion 10 was discussed. The Clerk was nominated and approved as a registrant for a gov.uk domain.

The Subject Access policy, GDPR Subject Access Request form, GDPR Data map, GDPR email privacy notice and the GDPR data retention schedule were reviewed and approved.

The GDPR Councillor Contact Privacy Notice, IT policy, Model Publication Scheme, and the Document retention policy were reviewed and approved pending alterations.

103(25) **Clerk's Report**
The Clerk's report was noted.

104(25) **Community Governance Review 2025**
Flax Bourton Parish boundary will not change. A ward boundary review is imminent.

105(25) **Local Devolution Programme**

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No update.

106(25) **Date of the next Meeting**

Date of the next **Parish Council Meeting is** to be held on **10th November 2025** in the **Hall** at **Flax Bourton Primary School** at **7:30pm**.

Meeting ended at 9:47pm

Chair ……. **Date**……..

FLAX BOURTON PARISH COUNCIL

PAYMENT SCHEDULE: PAYMENTS & RECEIPTS FOR JULY 2025

Receipts

Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
The Charity Bank	25:R10	Bank interest	30/6/2025	BACS	£126.27	£0.00	£126.27		
				TOTAL	**£126.27**	**£0.00**	**£126.27**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
Corporate Cleaning Services	25:48	Dog Bin and Farleigh Green Collections June 25	11/7/2025	BACS	£185.00	£0.00	£185.00		
CPS Grounds	25:47	Grounds Maintenance-field- July 25 (S106)	11/7/2025	BACS	£400.95	£80.19	£481.14		
Helen Nelson	25:51	Clerk's Salary July 25	30/7/2025	BACS	[redacted]				
VO Salary	25:49	VO's hours July 25 (June hrs)	11/7/2025	BACS					
HMRC	25:50	HMRC	11/7/2025	BACS	£151.53	£0.00	£151.53		
AED LOCATOR (E.U.) LTD	25:45	Post Office Lane Defibrillator	1/7/2025	BACS	£2,364.95	£472.99	£2,837.94		
Lloyds Bank plc	25:52	Monthly Service charge	17/7/2025	DD	£4.25	£0.00	£4.25		
				TOTAL	**£4,271.87**	**£553.18**	**£4,825.05**		

Transfers Commercial Instant Access Account to Community Account

Details	Date transferred	Amount	Notes
For bills	01/07/2025	2000	
For bills	09/07/2025	2000	
		TOTAL	**£4,000.00**

Invoices out

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

FLAX BOURTON PARISH COUNCIL

PAYMENT SCHEDULE: PAYMENTS & RECEIPTS FOR AUGUST 2025

Receipts

Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
Lloyds	25:R11	Bank interest	9/7/2025	BACS	£33.38	£0.00	£33.38		
Lloyds	25:R12	Bank interest	11/8/2025	BACS	£34.59	£0.00	£34.59		
				TOTAL	**£67.97**	**£0.00**	**£67.97**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
HP Instant Ink	25:57	Printer ink cartridge	11/8/2025	DD	£5.41	£1.08	£6.49		
Google Workspace	25:46	Google Workspace 1-31 July 25	7/8/2025	DD	£8.40	£0.00	£8.40		
Information Commissioner's office	25:54	Subscription	29/7/2025	DD	£47.00	£0.00	£47.00		
Tesco Mobile	25:58	Monthly charge for phone	22/8/2025	DD	£7.48	£0.00	£7.48		
Corporate Cleaning Services	25:55	Dog Bin and Farleigh Green Collections July 25	13/8/2025	BACS	£150.00	£0.00	£150.00		
CPS Grounds	25:56	Grounds Maintenance-field- Aug 25 (S106)	13/8/2025	BACS	£400.95	£80.19	£481.14		
Helen Nelson	25:89	Clerk's Salary Aug 25 and backpay - duplicate payment	1/9/2025	[redacted]					
Helen Nelson	25:60	Clerk's Salary Aug 25 and backpay	1/9/2025						
Helen Nelson	25:66	Clerk's Salary Aug 25 and backpay - refund of duplicate payment	1/9/2025					Scribe explained that this should be a negative payment and not classed as a receipt.	
VO Salary	25:61	VO's hours Aug 25 (July hrs) and backpay	15/8/2025						
HMRC	25:62	HMRC	13/8/2025	BACS	£149.49	£0.00	£149.49		
Helen Nelson	25:63	Stamps	15/8/2025	BACS	£6.96	£0.00	£6.96		
BDO LLP	25:64	External audit fee	15/8/2025	BACS	£210.00	£42.00	£252.00		
GB Sport	25:53	Annual playground inspection	15/8/2025	BACS	£190.00	£38.00	£228.00		
DRC Roofing	25:65	Hip works to village hall	21/8/2025	BACS	£975.00	£195.00	£1,170.00		
Lloyds Bank plc	25:59	Monthly Service charge	19/8/2025	DD	£4.25	£0.00	£4.25		
				TOTAL	**£3,503.11**	**£356.27**	**£3,859.38**		

Transfers Commercial Instant Access Account to Community Account

Details	Date transferred	Amount	Notes
For bills	11/08/2025	2200	
For bills	19/08/2025	1700	
		TOTAL	**£3,900.00**

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 2025

Receipts

Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
NSC	25:R13	Precept	5/9/2025	BACS	£15,000.00	£0.00	£15,000.00		
Lloyds	25:R14	Bank interest	9/9/2025	BACS	£29.70	£0.00	£29.70		
				TOTAL	**£15,029.70**	**£0.00**	**£15,029.70**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
HP Instant Ink	25:69	Printer ink cartridge	11/9/2025	DD	£5.41	£1.08	£6.49		
Google Workspace	25:68	Google Workspace 1-31 Aug 25	5/9/2025	DD	£8.40	£0.00	£8.40		
Tesco Mobile	25:70	Monthly charge for phone	22/9/2025	DD	£7.48	£0.00	£7.48		
Corporate Cleaning Services	25:71	Dog Bin and Farleigh Green Collections Aug 25	8/9/2025	BACS	£150.00	£0.00	£150.00		
CPS Grounds	25:67	Grounds Maintenance-field- Sep 25 (S106)	8/9/2025	BACS	£400.95	£80.19	£481.14		
Helen Nelson	25:72	Clerk's Salary Sep 25	30/9/2025	BACS	[redacted]				
VO Salary	25:73	VO's hours Sep 25 (Aug hrs)	8/9/2025	BACS					
HMRC	25:74	HMRC - mnth 4	8/9/2025	BACS	£139.37	£0.00	£139.37		
Cornish Glazing Bristol Ltd	25:76	Replacement window - Hub (50% contribution)	15/9/2025	BACS	£360.00	£72.00	£432.00		
ALCA	25:77	Data Protection Part 1 training for Clerk	17/9/2025	BACS	£32.00	£0.00	£32.00		
ALCA	25:78	Data Protection Part 2 training for Clerk	17/9/2025	BACS	£32.00	£0.00	£32.00		
ALCA	25:79	Data Protection Part 3 training for Clerk	17/9/2025	BACS	£32.00	£0.00	£32.00		
NSEC	25:80	Siding out	18/9/2025	BACS	£2,260.00	£452.00	£2,712.00		
Lloyds Bank plc	25:75	Monthly Service charge	19/9/2025	DD	£4.25	£0.00	£4.25		
				TOTAL	**£4,634.11**	**£605.27**	**£5,239.38**		

Transfers Commercial Instant Access Account to Community Account

Details	Date transferred	Amount	Notes
For bills	08/09/2025	2000	
For bills	18/09/2025	3500	
		TOTAL	**£5,500.00**

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 2025

Receipts

Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
Lloyds	25:R17	Bank interest	9/10/2025	BACS	£30.24	£0.00	£30.24		
The Charity Bank Limited	25:R16	Bank interest	30/9/2025	BACS	£127.84	£0.00	£127.84		
Stancombe Quarry Fund	25:R15	Refund of siding out monies	14/10/2025	BACS	-£240.00	£0.00	-£240.00	Scribe explains this should be entered as a negative receipt	
				TOTAL	**-£81.92**	**£0.00**	**-£81.92**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
HP Instant Ink	25:86	Printer ink cartridge	11/10/2025	DD	£5.41	£1.08	£6.49		
Google Workspace	25:88	Google Workspace 1-30 Sep 25	5/10/2025	DD	£8.40	£0.00	£8.40		
Tesco Mobile	25:84	Monthly charge for phone	22/10/2025	DD	£7.48	£0.00	£7.48		
Corporate Cleaning Services	25:81	Dog Bin and Farleigh Green Collections Sep 25	14/10/2025	BACS	£190.00	£0.00	£190.00		
CPS Grounds	25:82	Grounds Maintenance-field- Oct 25 (S106)	14/10/2025	BACS	£400.95	£80.19	£481.14		
Helen Nelson	25:93	Combination lock for playground gate	14/10/2025	BACS	£10.62	£2.12	£12.74		
Helen Nelson	25:85	Clerk's Salary Oct 25	30/10/2025	BACS	[redacted]				
VO Salary	25:83	VO's hours Oct 25 (Sep hrs)	14/10/2025	BACS					
HMRC	25:	HMRC - mnth 5	14/10/2025	BACS	£78.32	£0.00	£78.32		
GB Sport	25:90	Quarterly inspection	14/10/2025	BACS	£37.00	£7.40	£44.40		
GB Sport	25:91	Playground repairs	14/10/2025	BACS	£296.06	£59.21	£355.27		
Lloyds Bank plc	25:87	Monthly Service charge	19/10/2025	DD	£4.25	£0.00	£4.25		
				TOTAL	**£2,259.90**	**£150.00**	**£2,409.90**		

Transfers Commercial Instant Access Account to Community Account

Details	Date transferred	Amount	Notes
For bills	13/10/2025	2500	
		TOTAL	**£2,500.00**

Invoices out

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