Flax Bourton Parish Council

Minutes of the Parish Council Meeting held on 10th November 2025 commencing at 7:30pm in the Hall at Flax Bourton Primary School

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

7:25pm Three members of the public arrived

7:29pm One member of the public arrived

107(25) **Apologies and Reasons for Absence**
District Cllr Waite offered her apologies.

108(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.

109(25) **Public Forum Session**
One member of the public enquired about the replacement of The Grange bus stop. NSC are seeking to claim on the insurance. NSC have confirmed it will be replaced in the future.

Two members of the public spoke about the development of their property. The Council discussed the application at the previous meeting and the Historic England have visited. The members of public are struggling to maintain the building as it is because of the condition. They want to build a family home that works for them and they would come to Council us with adaptions if necessary. The Council said that the issue is the impact of the street scene in the context of the other listed buildings in the parish. The house might be listed with Historic England as per conservation listing guidelines and the members of public would like the council to consider the condition of the building; there are flooding issues, and the house is not structurally sound. They want to replace the house with existing stonework and they can adapt the fenestration plans. The extension would be cladded and the bottom of the extension would disappear behind the wall. They would like the house to have a more modern feel. Some parts of their application didn't capture the intent of the development.

7:59pm Two members of the public left

110(25) **Councillor Co-option**
Two members of the public have shown an interest in joining. They have been given application forms.

111(25) **Minutes for Approval**
It was resolved to approve and sign the minutes of the Parish Council Meeting held on 13th October 2025.

112(25) **Finance and Personnel**

a) Payments totalling £303.73 were ratified since the last meeting on 13th October 2025.
b) AGAR Assertion 10 expenditure in relation to the purchase of an SSD was discussed and authorised.

Action: Clerk to purchase SSD

c) The Clerk produced a list of items for the budget which will be discussed in the next meeting. It was suggested to create a new line for playing field grass cutting circa £5,000 and to create a contingency fund. The existing flooring at the Village Hall needs replacing as it doesn't have any insulation.

Chair …… **Date**……

d) **It was resolved** to approve the new invoices totalling £2221.72 for online payment. The Bank Reconciliations, monthly accounts statements, Payments and Receipts Schedules were also **received and authorised**.

113(25) **Planning**

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

a) **25/P/2237/FUL - Former Fuel Depot, Station Road, Flax Bourton** - Demolition of existing buildings and replacement with 1 two bed dwelling and 1 four bed dwelling
Action: Clerk to check the decision date [29th December 2025]

b) Bristol Airport – landing lights across the common in Felton. The Council supports Winford Parish Council.
Action: Clerk to contact Winford Parish Council for their response and to object in support

114(25) **North Somerset Council Local Plan 2039/40**

The email from Backwell Parish Council was discussed. The Council supports Backwell Parish Council in principle but would like some further information.

Action: Clerk to send our response to Backwell Parish Council.

115(25) **North Somerset Council's Bus Service Improvement Plan (BSIP)**

No update regarding the BSIP but there is overgrown foliage that needs to be reported.
Action: Clerk to report overgrown foliage by the bus shelter opposite the old Jubilee pub.

116(25) **Biodiversity Duty**

Action: Cllr Seaver to create a tree poll to replace the trees.

117(25) **Flooding**

118(25) **Flax Bourton Hub**

The proposed external WC was discussed. A new entrance will be created to the left of the existing entrance, to raise the pavement so that wheels can get access. Inside there will be disabled WC (old changing room to be converted) and a baby changing in the opposite corner. The Council have been advised that planning permission is not required but it will require building regs and drawings. The Council have received three quotes for the drawings. The Council are happy to go with the middle quote. A principal designer and principal contractor will need to be appointed.
Action: Cllr Seaver to find out how much that might cost.
Action: Clerk to contact the successful architect.

119(25) **Farleigh Green playing fields and playground**

The Council has been advised to replace the blue swings. The Council might be able to get a grant from NSC for just under half of the quoted £6k and perhaps the rest from Stancombe Quarry Fund. The wet pour has split and is sticking up in areas creating a trip hazard. A rubber weld could be a solution.
Action: Cllr Seaver to enquire as to quotes for flooring.

120(25) **Highways**

a) **A370 Safety Scheme** – Council to consider how much to request in the precept.
b) **Pavements and Footpaths** – no update
c) **Public Rights of Way** – no update
d) **Alternative path Belmont Estate –** Belmont Estate has advised the Council that they have applied to close the diagonal path from the railway bridge and to reroute along the edge of the field. The footpath that runs along the

Chair …… **Date**……

north side of the railway has been closed and is missed by regular users. The council to request that this is reopened as part of the diversion.
Action: Clerk to let Cllr Seaver know when an update arrives in order to post details online regarding the rerouting of the path.

e) **Stancombe Lane waste bin** –the Village Orderly has confirmed the bins are not being emptied.
Action: Clerk to contact the quarry
f) **Safe route to school** – no update.
g) **Community Land -**it was questioned why the boundary includes the car park in the Heads of Terms. The Council needs a right of access across the car park, not to take ownership. Council to seek alternative legal advice.
Action: Cllr Seaver to send Clerk contact details for an alternative quote for legal advice.
h) **Parish Boundary sign and gateway signs** – waiting for a response from contractor.
i) **Email from resident with sign proposals** – no update
j) **EV Charging points –** the Village Hub was discussed as a possible site along the outer car park.
Action: Cllr Coombs to discuss with the Hub.

121(25) **Quarry (Tarmac)**

122(25) **Defibrillator**
We have been gifted two defibrillators for NSC but they do not have WiFi capability. The suppliers have confirmed we can upgrade at a cost of £676 per unit (£1,352). This was agreed. Clerk to contact NSC to say they weren't up to spec and would they consider exchanging. Failing that the Council will consider paying the difference.
Action: Clerk to contact NSC

123(25) **Assertion 10 (AGAR 2025/26) Digital and Data Compliance**
The Clerk contacted JNR asking them to purchase the domain for the Parish Council and this was purchased today. The Clerk has contacted our IT support asking them to do an accessibility audit and linked IT support up with JNR.

124(25) **Clerk's Report**
The Clerk's report was noted.

9:20pm One member of the public left

125(25) **Community Governance Review 2025**
Flax Bourton Parish boundary will not change. A ward boundary review is imminent.

126(25) **Local Devolution Programme**
No update.

127(25) **Policies**
The Code of Conduct policy was approved.

128(25) **Date of the next Meeting**
Date of the next **Parish Council Meeting is** to be held on **8th December 2025** in the **Hall** at **Flax Bourton Primary School** at **7:30pm**.

Meeting ended at 9:35pm

9:35pm One member of the public left

Chair …… **Date**……

FLAX BOURTON PARISH COUNCIL

PAYMENT SCHEDULE: PAYMENTS & RECEIPTS FOR NOVEMBER 2025

Receipts

Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
Flax Bourton Hub	25:R18	School hall hire fees	7/11/2025	BACS	£150.00	£0.00	£150.00		
				TOTAL	**£150.00**	**£0.00**	**£150.00**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
HP Instant Ink	25:101	Printer ink cartridge	11/11/2025	DD	£5.41	£1.08	£6.49		
Google Workspace	25:97	Google Workspace 1-31 Oct 25	5/11/2025	DD	£8.40	£0.00	£8.40		
Tesco Mobile	25:102	Monthly charge for phone	22/11/2025	DD	£7.48	£0.00	£7.48		
Corporate Cleaning Services	25:100	Dog Bin and Farleigh Green Collections Oct 25	11/11/2025	BACS	£160.00	£0.00	£160.00		
CPS Grounds	25:99	Grounds Maintenance-field- Nov 25 (S106)	11/11/2025	BACS	£400.95	£80.19	£481.14		
Helen Nelson	25:104	Clerk's Salary Nov 25	30/11/2025	SO	[redacted]				
VO Salary	25:105	VO's hours Nov 25 (Oct hrs)	11/11/2025	BACS					
HMRC	25:94	HMRC - mnth 6 and outstanding June payment	16/10/2025	CARD	£293.44	£0.00	£293.44		
HMRC	25: 108	HMRC - mnth 8	11/11/2025	BACS	£158.69	£0.00	£158.69		
One Drive	25:95	Backup storage	15/10/2025	DD	£1.99	£0.00	£1.99		
One Drive	25:103	Backup storage	15/11/2025	DD	£1.99	£0.00	£1.99		
Flax Bourton Primary School	25:106	School hall hire	11/11/2025	BACS	£150.00	£0.00	£150.00		
Helen Nelson	25:96	Printer paper	11/11/2025	BACS	£5.14	£1.03	£6.17		
JNR Computer Services	25:107	Domain Registration	11/11/2025	BACS	£20.00	£4.00	£24.00		
Lloyds Bank plc	25:98	Monthly Service charge	19/11/2025	DD	£4.25	£0.00	£4.25		
				TOTAL	**£2,439.15**	**£86.30**	**£2,525.45**		

Transfers Commercial Instant Access Account to Community Account

Details	Date transferred	Amount	Notes
For bills	10/11/2025	2500	
		TOTAL	**£2,500.00**

Invoices out

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