Flax Bourton Parish Council

Minutes of the Parish Council Meeting held on 8th December 2025 commencing at 7:30pm in the Hall at Flax Bourton Primary School

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

7:30pm One member of the public arrived

129(25) **Apologies and Reasons for Absence**
District Cllr Waite offered her apologies.

130(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.

131(25) **Public Forum Session**
A member of the public attended to see if we had any comments on new house plans. The Council are pleased with the proposal as it looks more sympathetic.

7:40pm One member of the public left

132(25) **Councillor Co-option**
See below 134.

133(25) **Minutes for Approval**
It was resolved to approve and sign the minutes of the Parish Council Meeting held on 10th November 2025.

134(25) **Finance and Personnel**

a) Payments totalling £190.00 were ratified since the last meeting on 10th November 2025.
b) The budget was discussed and is set out in Appendix A. £77,921 is the aspirational budget figure. Precept figure to be agreed at the next meeting.

8:30pm a member of the public arrived

132(25) **Councillor Co-option**
An application for co-option was been received. Cllr Coombs proposed Charlie Apps, Cllr Seaver seconded and the resolution was passed. A Declaration of Acceptance of Office was signed and witnessed and Cllr Apps was co-opted.

c) ILCA training for the Clerk was discussed and approved.
d) **It was resolved** to approve the new invoices totalling £2194.75 for online payment. The Bank Reconciliations, monthly accounts statements, Payments and Receipts Schedules and budget were also **received and authorised**.

135(25) **Planning**
To receive and comment on planning application/s as Support, Object or Neutral:

a) Update on Grange Farm - the applicant came in this evening with helpful information. The Councillors have reviewed the new plans and are pleased with the proposal and have agreed to support the proposal.

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Action: Clerk to amend decision on NSC's website to support

136(25) **North Somerset Council Local Plan 2039/40**

Cllr Seaver updated the Council with the current situation.

- There is a proposed corridor for a new link road to the east of Backwell to bypass Station Road.
- Only 3 specific mentions of Flax Bourton in the 365 pages:
    - High-quality extension of the Festival Way
    - The following villages within the Green Belt will be inset from the Green Belt, including Flax Bourton
    - Settlement boundary review: Retained and reviewed existing boundary and inset from the Green Belt.
- Key section is Policy LP3: Strategic location: Nailsea and Backwell
    - No substantial change from before regarding prioritising public transport. The new road is proposed to divert traffic away from Station Rd but the road is still very much intended to be a relief road rather than a public transport corridor.
    - Aspiration re quality, active travel etc seems a lot lower than at Woodspring (Policy LP2: Strategic location: Woodspring (south west of Bristol))
    - No mention of traffic impacts on settlements between Backwell and Bristol.

Action: Cllr Seaver to put comments together before cut-off date

137(25) **North Somerset Council's Bus Service Improvement Plan (BSIP)**
There was an update on the Grange bus shelter. It's currently 45th on the list. Cllr Waite has been contacted about this and has agreed to request prioritisation.

138(25) **Biodiversity Duty**

a) **River Kenn Survey Project.** The group are holding a meeting on 9th January at 1pm.

139(25) **Flooding**
There hasn't been a re-occurrence of the flooding at Post Office Lane. Further action is needed regarding Bourton Coombe and Highways have been asked to investigate.

140(25) **Flax Bourton Hub**
The Council are awaiting plans for the new WC.

141(25) **Farleigh Green playing fields and playground**
A quote for repairs to mitigate the lip between the playground and the entrance were discussed and £295 was approved.
Action: Clerk to contact contractor asking them to start works

142(25) **Highways**

a) **A370 Safety Scheme** – no update
b) **Pavements and Footpaths** – no update
c) **Public Rights of Way** – no update
d) **Alternative path Belmont Estate** – notice of diversions of footpaths have been received. The Council supports one diversion at Watercress Farm but

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if the scheme goes ahead the council have requested reopening the path along the railway line.
Action: Cllr Coombs to draft a response

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 Clerk has sent an email to a law firm requesting a quote.
h) **Parish Boundary sign and gateway signs** – the Clerk said that the two gateway signs have been ordered and she has requested a new Parish boundary sign.
i) **Email from resident with sign proposals** – no update

143(25) **Quarry (Tarmac)**

144(25) **Defibrillators**
Clerk said that the two newly gifted defibs were the wrong model and not WiFi enabled. She has sent these back and expecting the correct ones in the next 5 to 6 weeks. Still awaiting replacement pads for village hall defibrillator.

145(25) **Assertion 10 (AGAR 2025/26) Digital and Data Compliance**

146(25) **Clerk's Report**
The Clerk's report was noted.

147(25) **Community Governance Review 2025**
Flax Bourton Parish boundary will not change.

148(25) **Local Devolution Programme**
No update.

149(25) **Parish Quarterly**
Action: Clerk to remind Councillors regarding the schedule.

150(25) **Proposed changes to the Working Age Council Tax Reduction scheme**
Action: Clerk to tweak email received from North Somerset and put on social media. Cllr Crawford to create a poster.

151(25) **Date of the next Meeting**
Date of the next **Parish Council Meeting is** to be held on **12th January 2025** in the **Hall** at **Flax Bourton Hub** at **7:30pm**.

Meeting ended at 9:56pm

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Appendix A

Employees

1. Clerk's salary - £14,500 - This is based on a salary increase of 2.5% and spending 2 additional hours a week on the ILCA qualification.
2. Clerk's pension - £435 - based on 3% of new salary
3. Orderly's salary - £3,400
4. PAYE/HMRC - £2,025
5. Clerk's mobile phone – £100

Administration

6. Stationery and office supplies – £200
7. Office equipment – £100
8. Chair's allowance – £100
9. Insurance –£1,750
10. Internal audit and external audit - £300
11. Website hosting – £250
12. Software subscription - Google and Microsoft. £200
13. Travel expenses – £40
14. Communications/ social media – £100
15. Scribe accounts package – £400
16. Account Maintenance - Lloyds service charge £4.25 per month - £51 per year

Training (inc. travel)

17. Cllrs' and Clerk's Training – £350

Subscriptions

18. ICO - Data Protection - £50
19. SLCC - clerk's membership - £200
20. CPRE - £60
21. ALCA – will be £149.70
22. NALC – will be £49.97 (COMBINED £220)

Farleigh Green Play Area

23. Play area maintenance (not grass). £3,000. The Council are happy to go down the interim repair route.
24. Play area quarterly/ annual inspections – £400
25. Hedge cutting by the playground £100 – new line
    Action: Clerk to enter this as a new entry in Scribe in new financial year
26. Renewal of play equipment - quote for £6,500 to remove old swing and replace. NSC have confirmed a grant for £2,960.68. Parish Council needs £3,540. Suggestions to apply for these funds from Stancombe.
    Action: Clerk to apply for these funds from Stancombe Quarry

Maintenance contracts/ assets

27. Dog bin emptying - £1,300
28. General maintenance – £200
29. Defibrillator maintenance - £150
30. Verge maintenance - £1,600
31. Bin emptying - £800
32. Tree survey - £600 – new line
    Action: Clerk to enter this as a new entry in Scribe in new financial year

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33. Tree works - £1,000 – new line
    Action: Clerk to enter this as a new entry in Scribe in new financial year

Village Hall

34. Legal fees – lease etc.- £2,000
35. Fabric maintenance/ dilapidations cost -£1,000

Exceptional spend

36. Website redesign - £100
37. A370 traffic calming - £20,000. A budget increase of £5,000 was agreed upon
38. Planting/ entryways - £100
39. Remove lines for Stancombe Quarry Grant for road improvements, Fund for road improvements and Stancombe Quarry Grant for new village gateways in Scribe for new financial year
40. Legals –community land -£4,000
41. Maintenance of footpaths - £200

Earmarked reserves

1. Professional fees £5,000
2. Village hall contingency fund - line to be removed
3. CIL money - £395.58 remains. Balance carried forward.
4. Village hall contingency fund - line to be removed in Scribe for new financial year
5. Village hall sinking fund – £8,000

S106 Farleigh Green Playing fields

6. Playing field grass cutting - carry balance forward

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FLAX BOURTON PARISH COUNCIL

PAYMENT SCHEDULE: PAYMENTS & RECEIPTS FOR DECEMBER 2025

Receipts

Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
Lloyds Bank	25:R19	Interest	10/11/2025	BACS	£30.56	£0.00	£30.56		
NSC	25:R20	Grant for play equipment	2/12/2025	BACS	£2,960.68	£0.00	£2,960.68		
				TOTAL	**£30.56**	**£0.00**	**£30.56**		

Payments

Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
HP Instant Ink	25:120	Printer ink cartridge	11/12/2025	DD	£5.41	£1.08	£6.49		
Google Workspace	25:118	Google Workspace 1-30 Oct 25	5/12/2025	DD	£8.40	£0.00	£8.40		
Tesco Mobile	25:117	Monthly charge for phone	22/12/2025	DD	£7.48	£0.00	£7.48		
Corporate Cleaning Services	25:115	Dog Bin and Farleigh Green Collections Nov 25	9/12/2025	BACS	£150.00	£0.00	£150.00		
CPS Grounds	25:114	Grounds Maintenance-field- Dec 25 (S106)	9/12/2025	BACS	£400.95	£80.19	£481.14		
Helen Nelson	25:119	Clerk's Salary Dec 25	31/12/2025	SO					
HMRC	25:123	PAYE	9/12/2025	BACS	£151.09	£0.00	£151.09		
VO Salary	25:116	VO's hours Dec 25 (Nov hrs)	9/12/2025	BACS					
One Drive	25:122	Backup storage	15/12/2025	DD	£1.99	£0.00	£1.99		
Jessops	25:109	SSD card - computer backup	11/11/2025	CARD	£79.99	£0.00	£79.99		
SLCC	25:110	Annual membership	24/11/2025	CARD	£190.00	£0.00	£190.00		
ALCA	25:111	Preparing for Assertion 10	9/12/2025	BACS	£15.00	£0.00	£15.00		
Helen Nelson	25:112	Postage returning defibs	26/11/2025	BACS	£51.30	£10.26	£61.56		
CPRE	25:113	Annual membership	9/12/2025	BACS	£35.64	£0.36	£36.00		
Lloyds Bank plc	25:121	Monthly Service charge	19/12/2025	DD	£4.25	£0.00	£4.25		
				TOTAL	**£2,292.86**	**£91.89**	**£2,384.75**		

Transfers Commercial Instant Access Account to Community Account

Details	Date transferred	Amount	Notes
For bills	08/12/2025	2200	
		TOTAL	**£2,200.00**

Invoices out

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