

Flax Bourton Parish Council
Minutes of the Annual Meeting of the Parish Council held on 11th May 2026
commencing at 7:30pm in the Hall at Flax Bourton Hub

Those present were noted as Councillors: Coombs, Crawford, Seaver, Apps, McKinney and two members of the public

Also present Mrs H Nelson (Parish Clerk)

7:30 pm Two members of the public arrived

8:15pm One member of the public left

022⁽²⁶⁾ **Election of Chair for the year 2026/27**

It was resolved to approve to elect Cllr Coombs as Chair. Cllr Seaver was nominated as Vice Chair by Cllr Crawford and seconded by Cllr Coombs.

023⁽²⁶⁾ **Apologies and Reasons for Absence**

None.

024⁽²⁶⁾ **Register of Member's Interests**

No amendments were received to the Register of Members' Interests forms.

025⁽²⁶⁾ **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.

026⁽²⁶⁾ **Public Forum Session**

027⁽²⁶⁾ **Councillor Co-option**

028⁽²⁶⁾ **Minutes for Approval**

It was resolved to approve and sign the minutes of the Parish Council Meeting held on 13th April 2026

029⁽²⁶⁾ **Finance and Personnel**

a) Payments totalling £27.44 since the last meeting on 13th April 2026 were ratified.

b) **Annual Governance & Accountability Return 2025-2026:**

- 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 3rd June 2026 and ending on 14th July 2026
- v. The draft Explanation of Variances were **noted**.

c) The renewal of insurance for 2026-27 for the Village Hall was **approved** at a cost of **£1,428.52** (first year of a three-year deal)

d) The Clerk's salary review was approved and backdated to July 2025.

e) **It was resolved** to approve the new invoices totalling £3,352.89 for online payment. The Bank Reconciliations, monthly accounts statements, Payments and Receipts Schedules and quarterly budget report were also **received and authorised**.

030⁽²⁶⁾ **Planning**

a) 26/P/0613/FUH - 22 Rosemount Road, Flax Bourton, BS48 1UQ

Proposed erection of a part single, part double storey rear extension following demolition of existing kitchen extension.

Action: Clerk to comment as neutral

b) 26/P/0735/TPO - 2 The Grange, Flax Bourton, BS48 3QH

Trees identified with individual numbers attached to each tree. A full description of the work required either to Fell or provide maintenance by reducing limbs etc. In many cases individual trees cannot be matched to trees specified in the TPO as the TPO refers to areas with a number of trees and species enclosed. In each case the tree is identified by number assigned, its species and location on the site.

Action: Clerk to comment as neutral

c) Airport consultation

Hybrid planning application (full and outline elements) with Environmental Statement for the expansion of Bristol Airport to enable a throughput of 15 million passengers per annum, operating within a rolling 12-month cap of 99,931 air transport movements and 4,974-night flights between the hours of 23:30 and 06:00.

Action: Clerk to comment in objection. The Parish Council strongly object on the grounds of: totally inadequate provision of access arrangement including road improvements and possible mass transit system, a strong objection to the increase in night flights which have already increased significantly in recent years and the wholly inadequate allowance made for public transport to the airport. The Council objects on the basis of the of negative impact on North Somerset's policy in relation to climate change. The Parish Council also objects on health grounds as per the government report dated 7th May 2026 titled "The health impacts of airports on local residents" as our parish lies within a 10km radius (Residents near airports can experience elevated air pollution and aircraft noise).

031⁽²⁶⁾ **North Somerset Council's Bus Service Improvement Plan (BSIP)**

032⁽²⁶⁾ **Flax Bourton Hub**

The Parish Council have received three quotes for a new WC at the Hub. Cllr Crawford will scrutinise the quotes.

Action: Clerk to send quotes to Cllr Crawford

The hub has received different booking requests. 1) One of the requests concerns BBQs. The Clerk will look at whether BBQS are covered by insurance prior to responding to the hub. 2) Extension of football pitch request. The Parish Council aren't averse to the idea of the pitch being extended and will give this consideration. Clerk to question cost implications and highlight that drainage under the pitch would need to be extended. 3) Another two booking requests wishes to restrict residents' use of the field for a private event. The Parish Council are not happy to commit to exclusive use.

Action: Clerk to respond to booking requests on the basis above.

033⁽²⁶⁾ **Farleigh Green playing fields and playground**

The Parish Council considered a policy for the use of the playing at Farleigh Green. The field adjoining the village hall is owned by Flax Bourton Parish Council and is classed as Permitted Open Space for the enjoyment of the community but is not Public Open Space. The use of the field is at the discretion of the Parish Council. It has been agreed with the Hub CIO that the squared off section of grass outside the main entrance of the hall can be included in the hall hire together with a 3-metre margin around the hall. The marked-out sports pitch can be hired separately for organised sports only, but this does not include the rest of the field. The public liability insurance of the Parish Council does not cover organised events. Organised community events on the field may be permitted at the discretion of the Parish Council subject to evidence by the organisers of events insurance and a nominated person supervising the event at all times. The field is not available for privately organised events to which the public does not have access. Any activities on the field must not impose unacceptably on neighbouring residences.

034⁽²⁶⁾ **Highways**

- a) **A370 Safety Scheme** – no update
- b) **Pavements and Footpaths** –the council are hoping to meet with the new area officer to request inclusion in North's Somerset's maintenance schedule and failing that to discuss the maintenance of the verge between the village and Backwell. Backwell Parish Council have agreed to split the cost of cutting back the vegetation should this be necessary.

There is an ongoing an issue with residents not trimming their hedges, thereby making walking along the pavement very dangerous.

Action: Clerk to contact one resident requesting they cut right back to the wall, along the full length.

- c) **Public Rights of Way** – no update.
- d) **Stancombe Lane waste bin** – they have been vandalised. The Clerk has contacted Tarmac asking them to repair or replace the bins.
- e) **Community Land** – no update
- f) **Parish Boundary sign and gateway signs** – the gateway signs have been installed.
- g) **Station Road** – no update
- h) **Village trough and east end sign opposite Jubilee Inn** – no update

035⁽²⁶⁾ **Quarry (Tarmac)**

No update.

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

The new website and email addresses are not available yet.

Action: Clerk to chase IT provider. Cllr Apps might be able to take on the works.

037⁽²⁶⁾ **Clerk's Report**

The Clerk's report was noted.

038⁽²⁶⁾ **Date of the next Meeting**

To note the date of the next **Parish Council Meeting** as to be held on **8th June 2026** in the **Hall** at **Flax Bourton Hub** at **7:30pm**.

Meeting ended at 9:40pm

One member of the public left at 9:40pm

FLAX BOURTON PARISH COUNCIL
PAYMENT SCHEDULE: PAYMENTS & RECEIPTS FOR MAY 2026

Receipts									
Name	Receipt no	Details	Date received	Method	Net Amount	VAT	Total	Notes	Minute agreed
HMRC	26:R02	VAT receipt for 25/26	20/04/2026	BACS	£3,019.66	£0.00	£3,019.66		
Lloyds Bank	26:R03	Interest	9/4/2025	BACS	£19.86	£0.00	£19.86		
				TOTAL	£3,039.52	£0.00	£3,039.52		

Payments									
Name	Invoice no	Details	Payment date	Method	Net Amount	VAT	Total	Notes	Minute agreed
HP Instant Ink	26:26	Printer ink cartridge	11/5/2026	DD	£5.41	£1.08	£6.49		
Google Workspace	26:24	Google Workspace 1-30 April 26	6/5/2026	DD	£8.40	£0.00	£8.40		
Corporate Cleaning Services	26:21	Dog Bin and Farleigh Green Collections Apr 26	12/5/2026	BACS	£170.00	£34.00	£204.00	Additional household waste bags have been collected	
CPS Grounds	26:22	Grounds Maintenance-field- May 26 (S106)	12/5/2026	BACS	£400.95	£80.19	£481.14		
Frank Payne	26:23	VO's salary May 26	12/5/2026	BACS					
One Drive	26:28	Backup storage	15/5/2026	DD	£1.66	£0.33	£1.99		
HMRC	26:30	Month 1 PAYE	12/5/2026	BACS	£145.69	£0.00	£145.69		
Lloyds Bank plc	26:27	Monthly Service charge	19/5/2026	DD	£4.25	£0.00	£4.25		
Safety Labels	26:29	Bin labels to deter domestic rubbish	7/5/2026	CARD	£22.87	£4.57	£27.44	to ratify	
Olga Shepherd	26:18	Internal Audit fee	12/5/2026	BACS	£85.00	£0.00	£85.00		
Welham and Hanna Limited	26:19	FB Hall design work for new toilet	23/4/2026	BACS	£1,800.00	£360.00	£2,160.00		
ALCA	26:20	Essential Councillor course - C Apps	12/5/2026	BACS	£45.00	£0.00	£45.00		
				TOTAL	£2,900.16	£480.17	£3,380.33		

**Transfers Commercial Instant
Access Account to
Community Account**

Details	Date transferred	Amount	Notes
For bills	23/4/2026	2000	
For bills	10/5/2026	2500	
		TOTAL	£4,500.00

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