



LOCKING PARISH COUNCIL



The Parish Hall, Grenville Avenue, Locking BS24 8AR
Telephone: 01934 820786 Email: clerk@lockingparishcouncil.co.uk

Members of the Public and Press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 section 1 extended by Local Government Act 1972 section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose and **providing that prior notice has been given to the Parish Clerk by 12noon on the Tuesday preceding the meeting.**

To: All members of Locking Parish Council:

Dear Councillors

The next **Meeting of Locking Parish Council**, will be held inline via **ZOOM** on **Thursday 6th May 2021** commencing at **7.00pm** to which you are summoned to attend. Details for logging in to the virtual meeting have been passed to Councillors and will be posted online to encourage public participation.

Join Zoom Meeting

<https://zoom.us/j/99885959951?pwd=RDlYeW9RRc0Y2pJSUICQ2dnS1VGZz09>

Meeting ID: 998 8595 9951

Passcode: 631986

The following business to be transacted

Dawn Tremlett

Mrs Dawn Tremlett
Parish Council Clerk
29 April 2021

AGENDA

MATTERS FOR DECISION

- 1) To Elect a Chairman for the ensuing year:** The Council must elect a Chairman to hold office until the next Annual Meeting of the Parish Council.
- 2) To receive the Chairman's declaration of acceptance of office or to permit him/her to make the declaration before or at the next meeting of the Parish Council.**
- 3) To Elect a Vice-Chairman for the ensuing year:** The Council may appoint a Vice-Chairman to hold office until the next Annual Meeting of the Parish Council.
- 4) To receive Apologies for absence and to approve reasons where appropriate.**
- 5) To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations.**

PUBLIC PARTICIPATION

- 6) To receive and hear any person who wishes to address the Council, upon prior notice being received** (*The Chairman will select the order of the matters to be heard, each speaker will be limited to a period of 3 minutes (to a maximum of 15 minutes total public participation at the Chairman's discretion).*
 - a) Unitary Cllr/Liaison Officer Report
 - b) Police Report

MATTERS FOR DECISION

7) Minutes:

- a) To receive and confirm the Minutes of the Council meeting held on 1st April 2021
- b) To receive and confirm the Minutes of the Council meeting held on 22nd April 2021

8) Finances:

- a) To receive and approve monthly expenditure from 1st April 2021 to 30th April 2021
- b) To receive and note the Bank Reconciliation for March 2021,
- c) To receive and agree any Grant applications
- d) Annual Governance and Accountability Return 2020/2021 Part 3, p3 – Annual Internal Audit Report 2020/2021 has been completed and the end of year report and financial risk assessment is presented to council for acceptance.
- e) The Statement of Accounts for 2020/2021 financial year, prepared on a receipt and payments basis are presented to council for approval.
- f) To receive and sign Annual Accounts Section 1 2020/2021, Box 1 – 8 of the Annual Governance Statement is recommended for completion as 'yes' and with box 9 completed as N/A
- g) To receive and sign Annual Accounts Section 2 (Accounting statements 2020/21)
- h) To note the date for Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return – Accounts for the year ended 31 March 2021

9) Chairman's Report

10) Regular Reports: To receive and note the following regular reports:

- a) CPRE;
- b) Locking Parklands Stakeholders.

11) Planning (applications can be viewed via North Somerset Council Planning Applications website):

- a) **21/P/0907/TPO Land adjacent to 26 Varsity Way Locking – T4, TG1, TG2 –** Group of 6 poplars – fell due property damage, to be replaced with 3 x hornbeam & 3 x small-leaved lime
- b) **21/P/0980/MMA Land at 5 Bartletts Way and land to the north of Bartletts Way/Leafy Way** Minor material amendment to permission 17/P/5572/OUT, allowed on appeal under ref: APP/D0121/W/18/3199616 (outline planning permission for the erection of 8no. dwellings following demolition of 5 Bartletts Way and stables, with all matters reserved for subsequent approval (apart from vehicle access) to allow for addition on condition to allow phasing of CIL (Community Infrastructure Levy) payments
- c) **21/P/0989/NMA 3 Elm Tree Road –** Non-material amendment to application 20/P/3089/FUH (Demolition of existing detached garage, proposed two storey side extension, two storey front extension, roof extension including front and rear dormers and single story rear extension) to allow minor alterations to the shape of the side and rear extension to better suit the site conditions.
- d) **21/P/1044/NMA Locking Parklands** Non material amendment to application 18/P/2925/RM (erection of 27 no. dwellings) to allow amending the general arrangement of Bowen Road to incorporate the strategic watermain under the footway instead of the carriageway
- e) **21/P/1040/AOC 3 Elm Tree Road** Discharge of condition No. 3C No external walls shall be constructed until samples of the walling and cladding materials to be used on application 20/P/3089/FUH
- f) **Update from Planning Working Group:**
 - i. **41 Old Banwell Road –** Update from the Clerk

12) To agree regular standing order and direct debit payments made from Unity Trust Bank Account and Lloyds Bank Multipay Card Account

13) Renewal of the Parish Councils Insurance Policy with Came & Company (£2625.87) Min Ref Exe 67b 3 year binding long term agreement with Pen.

14) Internal Auditor: To agree the appointment of the internal Auditor

15) Review and Adoption of the following documents:

- a) Standing Orders
- b) Supplementary to Standing Orders

16) Parish Council's Committees and Working Groups – to consider and approve nominations for membership to the following:

- **Executive Committee**
- Hall, Park & Green Committee
- Estates Committee
- Finance Committee
- Human Resources Committee
- ICT Working Group
- Planning Working Group

17) Review of Terms and Conditions for Standing Committees as per Min Ref C331:

- Estates Committee
- Hall, Park & Green Committee

18) Schedule of Meetings for 21/22

19) Changing Rooms – to receive quotations for the supply and install of lighting (repairs)

20) Road towable Water Bowser – to receive quotations for the following:

- a) Purchase of Road useable/towable 400/500L water bowser
- b) Hire of Road useable/towable 400/500L water bowser

21) Laney's Drove extension to missing footpath: To receive an email from NSC for a contribution towards cost.

22) ICT – Equipment Purchase as per Min Ref C246f – to receive recommendations from ICT Working Group:

- a) To receive and agree the scheme for roll out of devices
- b) To receive and adopt policy/user agreement subject to any amendments and associated policy/user agreement draft documents

23) Staff Safety – To receive recommendations from ICT Working Group for equipment and costings.

24) Bench at PROW Church Path – to consider replacing the damaged bench

25) Co-op Donation – Co-op has requested that LPC make a decision as to what piece of equipment they would like to put this donation too.

26) Bristol Water donation £100 – Min Ref C426- Decision as to what this donation to be used for.

27) Clerk's Report, Correspondence & Items for next Agenda:

(Please note that the Council is unable to make any formal decisions under this item).

To receive the Clerk's report, note any correspondence received since the last meeting that is not an item on the Agenda and note items for the next Agenda.

PART TWO

Exclusion of press and public.

(The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item/s below by reason of the confidential nature of the item/s of business to be transacted, in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

28) Employment of Administrative Assistant - To receive recommendation from the interview panel

The next meeting of Locking Parish Council will be at 7:30pm on the 3 June 2021.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.