



Locking Parish Council

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The Parish Hall, Grenville Avenue,
Locking, North Somerset BS24 8AR

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

You are summoned to the **Annual Meeting of Locking Parish Council, to be held in Locking Parish Hall, Grenville Avenue, Locking on Thursday 25 May 2023 commencing at 7:00pm** when the following business will be transacted.

Dawn Tremlett

Mrs Dawn Tremlett
Parish Council Clerk
18 May 2023

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.**
- 6) **Co-option: There are 6 ordinary vacancies on Locking Parish Council. The Parish Council is under a duty to fill these vacancies by co-option.**
To receive written application(s) for the office of Parish Councillor and to co-opt a candidate(s) to fill the existing vacancy.

PUBLIC PARTICIPATION

- 7) **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) Locking resident: Request to discuss historic and the new outline planning applications:
22/P/2083/OUT

23/P/0820/OUT

- b) Unitary Cllr/Liaison Officer Report
- c) Police Report

MATTERS FOR DECISION

8) Minutes:

- a) To receive and confirm the Minutes of the Council meeting held on 6th April 2023
- b) To receive and confirm the Minutes of the Council meeting held on 20th April 2023

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

- a) **23/P/0820/OUT Bury Farm, The Bury Locking** – Outline application for the erection of 4no. dwellings with access from The Bury; the creation of an attenuation pond; erection of pumping station and diversion of existing Public Right of Way through site. All matters' except for means of access, reserved for subsequent approval.
- b) **23/P/0763/FUH 29 Anson Road Locking** – Proposed demolition of existing small outbuilding and erection of a part single, part two-storey rear extension.
- c) **23/P/0127/AOC Land off Anson Road** - Request to discharge condition numbers 5 (Travel plan), 13, (Illumination), 14, (Signage) and 16 (Mirco re-newable or low carbon technologies) on application 19/P/2950/FUL

10) Finances:

- a) To receive and approve monthly receipts and payments from 1st April 2023 to 30th April 2023
- b) Locking Fete: Update and approve expenditure 1st April 2023 to 24 May 2023
- c) To receive and note the Bank Reconciliation for March 2023
- d) To receive and agree any Grant applications
- e) Annual Governance and Accountability Return 2021/2022 – Restate figures Box 4 and Box 6
- f) Annual Governance and Accountability Return 2022/2023 Part 3, p3 – Annual Internal Audit Report 2022/2023 has been completed and the end of year report and financial risk assessment is presented to council for acceptance.
- g) The Statement of Accounts for 2022/2023 financial year, prepared on a receipt and payments basis are presented to council for approval.
- h) To receive and sign Annual Accounts Section 1 2022/2023, Box 1 – 8 of the Annual Governance Statement is recommended for completion as 'yes' and with box 9 completed as N/A
- i) To receive and sign Annual Accounts Section 2 (Accounting statements 2022/23)
- j) To note the date for Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return – Accounts for the year ended 31 March 2023

11) Chairman's Report

12) Old Banwell Road Playing Field Car Park:

- a) Update regarding drainage work
- b) Agree to sign off work and pay invoice
- c) To agree next phase of work (subject to funding)

13) Bus Service Locking: Update from North Somerset Council and agree further action

14) Football Pitches: to consider and agree maintenance works on the football pitches over the summer season

15) A371 Safety Audit and Flashing School Crossing Signs: To receive a response from North Somerset Council

16) Locking Primary School Consultation Documents: Moderate Learning Difficulty with Developmental Delay Resource Hub at Locking Primary School

17) North Somerset Council: Invitation to attend Town & Parish Planning Workshop - 29th June

18) The Triangle: Works relating to Re Min Ref 381

- a) To agree to contact 1st Locking & Hutton Scouts and arrange a site visit
- b) Re soil delivered to the site: To consider requesting a soil sample
- c) To consider a request from 1st Locking & Hutton Scouts to put bark chippings down from the gap in the car park up to the grass edge for safety and reduce mud also to put some logs out as benches around the camp fire. All works will be completed safely and in keeping with the natural environment.

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

20) To agree signatories for Unity Trust Bank and Nationwide Building Society

21) Renewal of the Parish Councils Insurance Policy with Gallagher: Policy: AJG Community Scheme. Insurer: Hiscox Insurance Company Ltd

- a) To agree the premium of £3769.53
- b) To agree to enter into a 3 year binding Long Term Agreement with Hiscox Insurance Company Ltd at an LTA premium of £3769.53.

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

- Assets & Amenities Committee
- Finance & Human Resources Committee
- Executive Committee
- Skatepark Working Group
- Neighbourhood Plan Working Group

23) Schedule of Meetings for 23/24

- a) To receive and agrees a recommendation from the Assets & Amenities committee (Min Ref: A186) that meetings of this Committee be held bi-monthly subject to the Clerk reviewing the agenda items and if necessary, an additional meeting could be called.
- b) To agree Schedule of Meetings for 23/24

24) 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 11

Exclusion of press and public.

(The Council is recommended to resolve those 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.

25) Appointment of Administration Assistant

The next meeting of Locking Parish Council TBC.

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.