



LOCKING PARISH COUNCIL



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

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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 a **Meeting of Locking Parish Council**, to be held in **Locking Parish Hall, Grenville Avenue, Locking** on **Thursday 9th May 2019** commencing at **7:30pm** when the following business will be transacted:

Mrs Dawn Tremlett
Parish Council Clerk
Friday 3rd May 2019

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 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 and to receive the signed Declaration of Acceptance to Office form.
- 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

7) Minutes:

- a) To receive and confirm the Minutes of the Council meeting held on 11/04/2019

8) Finances:

- a) To receive and approve monthly expenditure for April 2019.
- b) To receive and note the Bank Reconciliation for March 2019.
- c) To receive and agree any Grant applications.
- d) To receive and sign Annual Accounts Section 1 (Annual Governance statement)
- e) To receive and sign Annual Accounts Section 2 (Accounting statements 2018/19)

9) Co-option: There are 8 vacancies on Locking Parish Council following the 2019 Elections and the Parish Council is under a duty to fill those vacancies by co-option. Members to agree Co-option strategy to address this matter.

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

- a) CPRE;
- b) PC Committees & Working Parties;
- c) Locking Parklands Stakeholders.
- d) Winterstoke Stakeholders

11) Planning:

- a) 18/P/5188/OUT Bristol Airport North Side Road Felton
- b) 18/P/3038/OUT Land to the West of M5 and East of Trenchard Road.- up to 93 dwellings.
- c) Laney's Drove - Update

12) Confirmation of membership of Committees, Working Parties and Representatives:

Last year's list:

- | | |
|--------------------------------|---------------------------|
| a) Executive Committee | g) Planning Working Group |
| b) Hall/Park & Green Committee | h) Reviews Working Group |
| c) Estates Committee | i) Finance Working Group |
| d) Staffing Working Group | j) H&S Working Group |
| e) Grievance Committee | k) Newsletter Editors |
| f) Appeals Committee | l) CPRE, Stakeholders |

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

14) Internal Auditors Report: To consider this report and take appropriate action if required.

15) Confirmation of dates of meetings for the Council year 2019/20: To agree the first Thursday of each month for full council meetings and the 3rd alternate Thursday for Committee meetings.

16) Standing Order and Supplementary Provision for Standing Orders – To confirm and agree

17) Locking PC's Risk Assessment Review: To receive and adopt LPC's risk assessment schedule

18) LCR Subscription: To discuss and agree on annual magazine subscription.

19) Parish Council Insurance

To approve the annual renewal from current insurers

20) Emergency Documents – To agree Working Group to be formed to review and update the current documents

21) Road Traffic Management: To agree retrospectively on action to stop traffic going wrong way down Mendip Rise from Old Banwell Road.

22) Projects update and action as required.

23) Parish Hall Flooring

- a) Receive list of Surveyors
- b) To decide next course of action

24) Neighbourhood Plan - Update

25) Flooding – Update and decide next steps.

26) SLCC Membership – To discuss and agree

- 27) EDF Energy
- 28) Old Banwell Road Speed Limit – Update
- 29) Street Lighting Maintenance Contractor – Update
- 30) Blue Cycle Signs A371 - Update

31) 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 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.

32) Clerks Contract of Employment, Terms and Conditions:

- a) To receive recommendations on above from the Staff Working Group and Agree
- b) To retrospectively agree increase to Clerks hours from 30 to 35hrs per week
- c) To agree and amend the probationary period
- d) To agree objectives
- e) To confirm and agree correct pay scale as per NALC 19/20 recommendations

33) Parish Orderly to receive recommendations from the Staff Working Group and agree the following:

- a) Parish Orderly Job Description
- b) Contract of Employment/Terms and conditions
- c) Salary pay scale
- d) Probationary period
- e) Set objectives
- f) Interview panel and dates

The next meeting of Locking Parish Council will be at 7:30pm Locking Parish Hall on the 6th June 2019.

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.