



LOCKING PARISH COUNCIL



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

Telephone 01934 820786

E-Mail:- lpccclerk@talktalkbusiness.net

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 2nd July 2020** commencing at **7:30pm** to which you are summoned to attend. Details for logging I to the virtual meeting have been passed to Councillors and will be posted online to encourage public participation. To join the meeting: <https://zoom.us/j/91446900467?pwd=OFFaVjRPSExLcnZoZ0xydXE4ZjgyQT09>

Meeting ID: 914 4690 0467

Password: 592400

Parishioners wishing to join the meeting online should email the Clerk to Locking Parish Council lpccclerk@talktalkbusiness.net with any items they wish to discuss.

The following business to be transacted:

Mrs Dawn Tremlett
Parish Council Clerk
Friday 26 June 2020

AGENDA

MATTERS FOR DECISION

- 1) To receive Apologies for absence and to approve reasons where appropriate.
- 2) To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations.
- 3) Council to re-adopted the following subject to any amendments recommended by Finance Committee and Review working group (amendments highlighted in red)
 - a) Standing Orders
 - b) Supplementary to Standing Orders
 - c) Financial Regulations
 - d) Risk Assessment – Financial and Management
- 4) Parish Council to adopt new supplementary Standing Order:
 - a) to manage 'virtual meetings' of the council and a protocol to manage those meetings
 - b) Scheme of Delegation
- 5) Parish Council to adopt Retention & Disposal of Documents Policy and associated documents
- 6) Finance Committee – To receive and adopt Terms of Reference
- 7) Chairman's Report

PUBLIC PARTICIPATION

8) 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

9) Minutes:

- a) To receive and confirm the Minutes of the Council meeting held on 05/03/2020

10) Finances:

- a) To receive and approve monthly expenditure from 1st April 2020 – 30 June 2020.
- b) To receive and note the Bank Reconciliation for March 2020, noted and signed Exe Min 61d
- c) To receive and note the Bank Reconciliation for April 2020, noted and signed Exe Min Ref 67a
- d) To receive and note the Bank Reconciliation for May 2020.
- e) To receive and agree any Grant applications.
- f) Exe Min Ref 67b - To retrospectively agree payment for renewal of insurance - Came & Company Insurance for the amount of £2625.87, option agreed to take up 3 year binding long agreement term at the same premium as an annual premium of £2625.87 inclusive.
- g) Executive committee Min: Exe55 To agree retrospectively the donation of £500 to LPS food bank initiative – expenditure under Sec 137
- h) Annual Governance and Accountability Return 2019/2020 Part 3, p3 – Annual Internal Audit Report 2019/2020 has been completed and the end of year report and financial risk assessment is presented to council for acceptance.
- i) The Statement of Accounts for 2019/2020 financial year, prepared on a receipt and payments basis are presented to council for approval.
- j) To receive and sign Annual Accounts Section 1 2019/2020, Box 1 – 8 of the Annual Governance Statement is recommended for completion as 'yes' and with box 9 completed as N/A
- k) To receive and sign Annual Accounts Section 2 (Accounting statements 2019/20)

11) To agree regular standing order and direct debit payments made from Unity Trust Bank account

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

13) 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 Standing Committee meetings.

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

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

15) Planning (applications can be viewed via North Somerset Council Planning Portal):

- a) **20/P/0346/FUH** 29 South Lawn Locking – single storey rear extension.
- b) **20/P/1049/FUH** 17 Anson Road Locking – Proposed erection of single storey front porch and two storey rear extension with raised decking
- c) **20/P/1079/FUH** 19 Grenville Avenue Locking – Proposed first floor extension above existing extension to front of property.
- d) **20/P/1108/FUH** 5 Woolvers Way Locking – Proposed two storey rear extension.
- e) **20/P/1141/FUH** 5 Tower Hill Locking – Proposed single storey side/rear extension.
- f) **20/P/1163/FUH** 11 Pinetree Road Locking – Erection of a two storey and single storey rear extension.

16) ICT Upgrade – To accept recommendations from the Executive Committee and ICT WG

- a) To agree new ISP provider
- b) To agree to accept quotations to upgrade ICT to Microsoft 365
- c) To agree to purchase equipment to enable a trial to move Councillors to online working.
- d) To agree that funding for the above to come from the Small Business Grant received from the Governments COVID 19 initiative.

- 17) **Hall Park & Green** – Re-opening of the Parish Hall – to receive an update from the Chairman and Chairman of the Committee with regards to COVID 19 advice received from Government and to agree a date for re-opening.
- 18) **Estates Committee** – Re-opening of the changing rooms and use of the pitches – to receive an update from the Chairman
- 19) **Memorial Bench** - request from member of the public
- 20) **Zoom meetings** – Agenda item requested by Cllr Searle
- 21) **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.

22) Matters relating to a potential breach of Code of Conduct

The next meeting of Locking Parish Council will be at 7:30pm Locking Parish Hall on the 6th August 2020.

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.