



# LOCKING PARISH COUNCIL



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

Telephone 01934 820786

E-Mail: clerk@lockingparishcouncil.co.uk

## Minutes of a Meeting of Locking Parish Council's Hall & Park Committee held on Thursday 21 January 2021 via ZOOM

Meeting opened: 7:30pm

Meeting closed: 8.50pm

**Present:** Councillors: Les Mason (Committee Chairman), Wendy Ashdown (Vice Chairperson), Bill Bearsby, Ex-Officio Paul Jones, Ex-Officio John Keates, Jo Roberts, Mike Tremlett

**Also, in attendance:** The Clerk

### MATTERS FOR DECISION

H116) To receive any Members' apologies for absence: None

H117) To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations – None

### PUBLIC PARTICIPATION

H118) To receive and hear any person who wishes to address the Committee, upon prior notice being received – None.

### MATTERS FOR DECISION

H119) To receive and confirm the Minutes of the Committee meeting held on 19 November 2021.

**RESOLVED:** That the Minutes of the Committee meeting held on 19/11/2020 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, signed as such by the meeting Chairman.

H120) To receive any update on items in those Minutes which are not included on the Agenda:

- a) H99 The Green – Sycamore Tree- Planning application for the works to the tree had been approved. Tree works completed 13 January 2021.
- b) H112 Safety Surfacing and Swing – Its hoped work will commence in the next week or so.
- c) H114 Tree's in the Park – Advised neighbour that tree survey did not recommend any tree works on the tree's he specified. Clerk advised neighbour that the fence boundary had appeared to have been moved in his favour into the Park, the original concrete post was still visible. Neighbour stated that he had followed the boundary fence put up by previous owners.  
**AGREED** the Clerk look into this further to see if boundary/measurements can be established and report back to next meeting.

H121) Financial Reports:

- a) To approve the receipts & payments (17/11/2020 – 21/01/2021)  
**RESOLVED:** The receipts & payments were approved. (signed by Cllr Keate)
- b) To note the bi-monthly budgetary control report (01/04/20 to 21/01/2021) – **Noted**

H122) Reports: To receive reports (if available) and discuss/decide on any action to be taken.

- a) **Parish Orderly:**  
Park cleared of rubbish, bins emptied each day  
Park Equipment inspected  
Park - Hand rail repaired on slope entrance.  
Park: dog faeces – report from 2 members of the public reporting dogs in the park and an increased amount of dog faeces. The Clerk also advised that she had spoken to a lady who was attempting to walk her dog in the park and had advised her that a Dog Order was in place and dogs were not allowed. The parish Orderly had not mentioned any dog faeces in the park area.  
**AGREED** check No Dogs signage around Park and replace small signs with larger ones, also to include an article in Looking at Locking.
- b) **Cleaning contractor:** Nothing to report.  
Clerk advised that recycle waste bins in car park which were for parish hall users only were being used by members of the public, she had put notices on and ensured that the large bin was locked. As pre school were no longer resident in the Hall the large 660L bin could be exchanged for a smaller bin – Clerk to contact Suez for prices.

c) **Grounds care contractor:** Nothing to report

**H123) To receive quotations for the redecoration of the Hall** - kitchen, toilets, main corridor, entrance area and disabled toilet – each contractor had been given the same specification:

- To prepare each area for painting i.e., fill cracks, holes, sand down, wash down
- To paint all woodwork (not doors), radiators
- To paint all walls and ceilings

3 quotes had been received:

**Quote 1**

Labour – calculation time based on experience of previous jobs and day rate £1440.00

Paint & materials: £174.00

1 x 5ltr & 1 x 2.5ltr Acrylic eggshell for the walls, 1 x 5ltr brilliant white emulsion,  
1 x 2.5 oil-based satin wood

**Total cost £1614.00**

**Quote 2**

Labour/materials – paint not included

**Total cost £1275.00**

**Quote 3**

Materials: £120.00

Labour £800.00

**Total Cost £920.00**

**Committee discussed at length and AGREED to accept Quote 2**

**H124) To receive any estimates for the refurb of kitchen cupboards, blind and lighting** – Cllr Ashdown explained that was very difficult due to lockdown restrictions/shielding to view cupboards doors etc., as viewing doors online was difficult to judge the true colours and quality of the doors – **AGREED** to defer until next full council or HPG committee meeting

**H125) To receive quotations for the ‘tidy up’ of borders at front of car park:**

4 quotes had been requested from local contractors – 2 quotes received, 1 declined at short notice, 1 viewed the job and did not get back.

Each contractor was requested to quote for the following:

- To level the area
- Lay membrane
- Dress area with decorative chippings
- Install edging around the tree area to define grass/chipping area.

**Quote 1**

Labour and materials Total cost £900.00

**Quote 2**

Labour and materials Total cost £700.00

**AGREED** to accept quote 2, clerk to advise contractor that 1 x tonne of chipping would not be sufficient to cover the area adequately he would need 2 x tonnes.

**H126) To receive quotation for the supply and install 2 x skylights at the Parish Hall:**

The previous quote that had been accepted see Min Ref:H100 the contractor had advised that in October that he had a full time job but would try and fit the work in. The Clerk informed members the he was not responding to phone calls, text messages or emails therefore she had gone out for new quotations for this work.

The specification had been given to all contractors:

- To supply and install 2 x skylights on front flat roof area – replacing existing skylights.

**Quote 1**

Release and remove existing damaged roof lights x 2 on front flat roof area.

Supply and fit new triple skinned polycarbonate roof light 600mm x 600mm complete with clear dome, fixed.

Protection of Existing Building

Provide temporary protection to parts of the existing roof which is to be exposed during the works in order to prevent damage from the elements. However the company will not accept any liability or claim for consequential loss or damage due to severe weather conditions, or any damages to under roof.

To carry out all the proposed works for the sum of £664.00 plus VAT @ 20% each roof light including labour.

**Total cost £1328.00 plus VAT**

**Quote 2**

To supply and fit;

2no. Replacement, clear double skinned acrylic, fixed dome rooflights with White kerbs, approximate external size 750 x 750mm complete with any replacement flashing required externally.

**Total Cost £1,395.00 plus VAT**

**Quote 3**

Remove 2 flatroof skylights and dispose

Supply and fit 2 new 600 x 600 flat roof skylights.

This includes all fixings and any making good to the flat roof bitumen up-stands around the skylights

Remove all rubbish from site leaving it clean and tidy

All materials and labour provide

**Total Cost £850 plus VAT**

**Committee Members AGREED to accept Quote 1**

**H127 Parish Hall – Deferred Min H111**

To receive Neighbourhood Plan Survey data relating to the Parish Hall and discuss ideas/way forward for the future use of the Hall.

Until the long term plan for the Old Banwell Road Playing Field and the facilities had been agreed upon it was difficult to make decisions regarding long term use of the hall.

In the meantime, it was acknowledged that the current improvement works to the Hall were an enhancement and that when lockdown restrictions were lifted the hall would be ready to welcome back regular and new hall users. It was also acknowledged that wider advertising of the space needed to take place.

Future projects were discussed including a raised decking area, car parking etc. It was **AGREED** that a workshop session take place in the hall once lockdown restrictions were lifted

**H128) Items for next Agenda:**

CCTV specification/requirements for quotations

There being no further business the Chairman closed the meeting at 8.50pm

Signed (Chairman).....Date.....

**The next meeting of the Locking Parish Council Hall & Park Committee will be on Thursday 18 March 2021 at 7:30pm via Zoom.**