



LOCKING PARISH COUNCIL



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

Minutes of a Meeting of Locking Parish Council held on Thursday 4 February 2021
at 7.30pm via Zoom

Meeting opened: 7.30pm

Meeting closed: 9.28pm

Present: Councillors: P Jones (Chairman) J Keate (Vice Chairman), L Mason, P Lacey, Mrs W Ashdown, W Bearsby, Ms J Roberts, C Prosser, M Tremlett, A Hetherington

Also, in attendance: The Clerk, Unitary Cllr T Porter, and five members of the public

MATTERS FOR DECISION

C375 To receive Apologies for absence and to approve reasons where appropriate

Cllr Searle, Mr Dumbell

Clerk to send a reminder to Cllrs that when submitting an apology, the apology should reflect the reason for the absence so this can be taken into consideration by the meeting,

C376 To receive Declarations of Interest by PCllrs and to consider any written applications dispensations:

Cllr M Tremlett Min Ref

PUBLIC PARTICIPATION

C377 To receive and hear any person who wishes to address the Council, upon prior notice being received. None received. The Chairman welcomed:

a) Mr James Cox:

Mr Cox and his father are residents of Bury Farm, The Bury Locking, BS24 8BZ. They wished to gauge the Parish Council's support of a potential small development of 3-9 separate dwelling eco development within the boundary of our 8-acre land.

Previously Circulated - ordinance survey map outlining the land.

The Chairman thanked Mr Cox for attending, Cllrs were mindful that more information was required before a informed response could be made it was **AGREED** that this be discussed by the Planning Working group and recommendations come to full Council.

b) Unitary Cllr/Liaison Officer Report:

- i. Sue Munns did have a look at the figures that the Parish Council provided and also spoke to Simon Bunn at the IDB. Who both agreed that they now need to have some information on the actual scheme that the Parish is proposing with as a minimum a general layout plan, that they can then discuss with the Parish Council. However, both agreed that the work in the playing fields above the school needs to be part of the solution and that creating attenuation here might assist as a first stage as was discussed back in 2019/20. Therefore, they still think the following should be established in the playing field:
 - Establishing if there is an outfall from the pond to ensure that this will not overflow when taking additional flow
 - Enlarging the pond in an environmentally sensitive way to ensure that the existing habitat is not lost
 - Creating a 'cut off drain' across the fields which would capture overland flow and some shallow ground water flows.

- All works would be subject to landowner approval, planning permissions if required and an environmental assessment, for great crested newts which are a protected species.
- This will reduce surface water flows across the playing fields; however, this is only, approx. 20% of the overall problem.

Cllr Prosser reminded Cllr Porter that a flow survey report had been sent to him, which he was to take to Sue Munns. The parish council had followed the advice given in 2019/20 and had various surveys and reports carried at the expense of the parish council which had been submitted but appeared to council that the 'goal posts' had been moved.

Cllr Porter was requested to take this back to Sue Munns and to arrange a meeting. Cllr Prosser and Cllr Tremlett to attend

- ii. New Secondary School – Cllr Terry reported that the design had been completed and had gone to panel. The school would be able to accommodate between 900-1200 places, it would also have a separate sports hall

c) Police Report – Previously Circulated – Noted

Council AGREED to discuss Agenda item 13

C378 Old Banwell Road Playing Field Pre application enquiry document - to receive and discuss the document and to consider/agree next steps please submitted by Cllr Tremlett:

To approve the **Pre application enquiry document – AGREED**

Cllr Terry to take document to planning for initial enquiries – **AGREED**

Kate Waterman from Avon and Somerset Police Crime Prevention to be contacted to give advice - **AGREED**

MATTERS FOR DECISION

C379 To receive and confirm the Minutes of the Council meeting for the following:

a) To received and confirm the Minutes of the Council meeting held on 7th January 2021

RESOLVED: That the Minutes of the Council meeting held on 07/01/2021 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, to be signed by the Chairman of the meeting

b) To received and confirm the Minutes of the Council meeting held on 21st January 2021

RESOLVED: That the Minutes of the Council meeting held on 21/01/2021 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, to be signed by the Chairman of the meeting

C380 Finances:

- a) To receive and approve monthly expenditure from 1 January 2021 to 31 January 2021- **AGREED** (to be signed by Cllr Tremlett)
- b) To receive and note the Bank Reconciliation for December 2020. Noted (to be signed by Cllr Tremlett)
- c) To receive and agree any Grant applications – None received

C381 Chairman's Report:

Councillors, since my last report I am able to state that despite the restrictions imposed by 'Covid 19' we have continued to conduct our Parish business in a manner which I really consider demonstrates our commitment to residents. We have held a number of meetings via Zoom in order to conduct Council business and have encouraged public participation in our meetings as their views and opinions are valued.

January 2021 has been a difficult month for many reasons.

- Unfortunately, we have still been unable due to weather and lockdown conditions to further our tree planting programme at the Old Banwell Road Playing Fields (OBR). North Somerset Council (NSC) has kindly provided tree mulch to assist in the planting which has been deposited in the OBR carpark.
- I am pleased to report that in response to an urgent request for assistance from 'Locking Primary School' (LPS), that we were able to obtain from our partner 'Waitrose' essential items valued at £250, this amount included a substantial discount. These essential items were delivered to the School together with fresh eggs, fruit and vegetables that were donated by 'Stonebridge Farm' at

Banwell. I am able to advise that the Chairman's allowance was put to good use, there is not much left!

- You will all also be aware from communications that we as a Council are assisting in the collection of donated essential items for LPS. Plastic boxes have been placed in various locations in order that members of the public can donate to those in need. The clerk can provide further details should there be any questions.
- The use of our Parish Hall as a 'Vaccination Centre' was fully supported by Council, our response to parking and other problems were quickly addressed as Councillors offered solutions and engaged with other agencies to resolve those important issues. Whilst there is obvious disappointment that the offer of our Parish Hall was not taken up, I am confident though that Locking Pharmacy made the correct decision to utilise the Radio Wing as its position and facilities clearly met the criteria that was required, it is still within the Parish and we have continued to support its operations. I also understand that St Modwen has made a substantial donation to assist in meeting the running costs involved in providing this important service to our and the wider community.
- Unfortunately, the OBR playing fields have again attracted anti-social behaviour where a quad bike has been ridden across the area where the tree planting is planned to be undertaken. Photographs of the damage to the surface have been circulated to all Councillors. The matter was reported to Police as there was also damage to a CCTV camera. I suggest that we obtain Crime Prevention advice so we can effectively protect our property. It is also suggested that we use some of the tree saplings to create a barrier near the bund closest to the playing field and also adjacent to the path that leads to Locking Primary School.
- Finally, I recently attended the Stakeholders Group Meeting and was very pleased to note comments from the Chair of LPS Governors in respect of our positive response to the school's request for help.
- Prior to attending the Stakeholder Meeting communication was received from St Modwen, the developer requested that we could meet outside of this particular forum as they were currently in the process of conducting a full and comprehensive review by landscaping consultants into all the open spaces within Locking Parklands. The agenda item in respect of obtaining land for social or sporting use was removed pending future discussions with the developer. Council will be updated on any progress in due course.

C382 Regular Reports: To receive and note the following regular reports:

a) **CPRE** – Mr Dumbell reported:

I can confirm that there is nothing fresh to report from CPRE over January. The NSC email about the proposed joint Neighbourhood Plan in the North of our District may, however, be of interest.

Locking Parklands Stakeholders: Meeting held 28 Jan 20 Chairman attend.

Chairman advised the Minutes from the meeting would be circulated in due course and that the following were discussed:

New link Road – successful completion of the first phase

Flowerdown – flooding potentially from new developments, it was noted that the developers were aware and would be looking into this.

C383 Planning: Planning Working Group give the following recommendations:

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

- a) **20/P/3089/FUH 3 Elm Tree Road, Locking** – Demolition of existing detached garage proposed two storey side extension, two storey front extension, roof extension including front and rear dormers and single storey rear extension – **AGREED** Neutral
- b) **20/P/3235/FUL Homefield Industrial Estate Locking** – Demolition of 3no. business units (Use Classes B1 (Business), B2 (General Industrial) and B8 (Storage and Distribution) and change use of remaining part of building (unit 4) to agricultural use. Erection of 1 no. building consisting of 2no. business units (Uses Classes E(g)(iii) (industrial Processes), B2 (General Industrial) and B8 (Storage and Distribution) and erection of 1no. building for use as MOT station/garage (Sui Generis Use) – **AGREED** Neutral
- c) **20/P/3174/AOC Land to the south of Locking Head Drove Locking** – Application to discharge conditions, 5, 6 and 36 attached to outline planning permission 16/P/0692/RG4, as amended by Non-Material application 20/P/0692/NMA – **AGREED** Neutral
- d) **20/P/3214/FUH 70 Anson Road, Locking** – Proposed erection of a single storey side extension to existing semi-detached dwelling – **AGREED** Neutral

- e) **21/P/0053/HHPA 51 Hannah Drive, Locking** – Prior approval request for the erection of a single storey rear extension with single ply flat roof that would 1) extend beyond the rear wall of the original house by 4.30 metres; 2) have a maximum height of 3.0 metres and 3) have eaves that are 2.5 metres high. – **AGREED** Neutral
- f) **21/P/0186/NMA Locking Service Station** – Non-material amendment to application 20/P/1308/FUL (change of use from service station and shop with forecourt facilities to petrol filling station with ancillary shop. Installation of new shop fronts, canopy and underground fuel tanks/pump) minor alteration to the proposed forecourt canopy, proposed night-pay hatch has been removed from the forecourt elevation, new storefront glazing and sliding entrance doors moved one bay to the right, number of glazed panels to the left of the entrance reduced, existing service door on rear elevation replaced with wider external door to its left, existing roof lights on Elm Tree Road elevation will be removed and tiled to match existing roof and a number of steel louvre's will be inserted in the south-eastern elevation. **AGREED** Neutral
- g) Information request from owner of **41 Old Banwell Road Locking** for the following:
- Owner is in the process of drawing up plans for an extension to be built and firstly wanted to check what the procedure was for requesting permission from the council to use the field for access and having scaffolding erected which would slightly go into the field.
 - Is there anyway or if there is a process that could be followed to see if there was any possibility of purchasing a small section of the field (approx. 900mm) which is where there are currently very overgrown bramble hedges (which on another note don't seem to have been maintained correctly and are causing considerable damage to fence – see photos attached)
- Cllrs discussed request at length and **AGREED** that the Clerk write to the property owner to advise the following:
- a) Access for scaffolding - Council are happy to allow access subject to an Agreement being drawn up to cover the following:
Property Owner/Contractor to:
Install Heras Fencing around work area/scaffolding Cover reinstatement or adjustment costs to make good any adjoining surface, soiling, seeding or landscaping or repairs to other surfaces along the access route Proof of public liability insurance which to be submitted to the Clerk Access allowed for a period of 2 months as per your email.
Locking Parish Council cannot be held responsible for any injury, loss or damage arising from access or the scaffolding being present on their land.
There will no encroachment of the build onto Parish Council land
- b) Purchasing a piece of the playing field - Parish council voted against this, the playing field is a valued community asset not to be sold off and also it would be moving the settlement boundary for the village.
- h) **Update from Planning Working Group:** Notes from meeting held on 20 Jan 21 had been previously circulated - Noted

C384 Remote Meeting Protocol as per Min C360 – Advice from ALCA and SLCC with regards to the requirement of members of the public being 'seen' at remote meeting had been received – there was no legal requirement for members of the public to be visible Council meetings. Also, access to the meeting by landline telephone is also acceptable and legal, for both members of the public and councillors, where there is no camera.
This being the case it was **AGREED** that the Clerk complete the amendment to the document as agreed in Min Ref C360

C385 Broadband Provider - to receive recommendations from the ITC Working Group:
The ITC Working Group had meet on 26 January 21 and ,ade the following recommendation to Council:
To accept the below from Focus Group who were able to provide the following solution:

- £21 Per Month – *Fibre Broadband (Speeds - 60mbs download: 15mbs upload speed)*
- £11 Per Month – *Line rental*
- £1 Per Month – Unlimited Free UK landline/Mobile Calls
- No upfront costs – Free business preconfigured router (RRP £100)
- **Total: £33 per month**

Focus Group will handle the cancellation with current supplier, LPC will keep the same number, the switchover is seamless with no downtime. This service includes dedicated account management.

C386 Planters – Update from the Clerk and decide course of action.

Somerset Wood Recycling could no longer supply the planters for cost of £79 each as their supplier could not supply the recycled wooden boxes. They would need to make planters from new wood increasing the cost to £132 each including fill and installation.

As new planters had been installed within Locking Village last financial year Cllrs **AGREED** to purchase 16 planters at £132 each as detailed above and these be installed as previously agreed – no4 each at Locking Grove, Parklands, Flowerdown and Oaktree Park.

It was also **AGREED** that the shortfall in project funding be covered from Estates Committee budget for this financial year.

C387 Neighbourhood Plan – To discuss and consider Neighbourhood Plan Document (previously circulated) –

Cllr Tremlett updated Council regarding a telephone conference that he and the Clerk held with Celia Dring who had offered advice and support.

Cllr Tremlett advised that the first stage the Parish Council would need to do is submit an application to North Somerset Council to designate a neighbourhood area – this would Locking Parish Boundary. The Parish Council will need to submit a formal request via email to North Somerset which would include:

- a) a map showing the boundary of the proposed neighbourhood area.
- b) a short statement explaining why this area is considered to be the appropriate area.
- c) confirmation that the Parish Council is the relevant body to be making the application (section 61G of the 1990 Act-the parish council is one of these bodies)

AGREED to go ahead with the Neighbourhood Plan, Cllr Tremlett

AGREED to submit the above application as detailed above

C388 Flooding update from Cllr Prosser

The pond at the present is full and overflowing. At some stage we will fit a water measuring gauge. In the meantime cllr Prosser will send images to Denis Gedge.

The bigger picture needs to be discussed with NSC and any meeting Cllr Porter can arrange with Sue Munns and IDB would be appreciated.

C389 Locking Community Volunteer Support Group – Update from Cllr Roberts

Lockdown 3 has brought a different approach on board - with lessons learnt particularly from Lockdown 1 and the systems and procedures put in place:

- Emphasis on encouraging those in need to turn to - family, friends and neighbours first
- Those in need/shielding will be required to re-register in order to get a priority shopping slot again - [although not all needy have internet access]
- Use any existing links they have with the established care services
- Use the NSC Together referral system
- There will be no food parcels as previously, but emergency 'meals on wheels' type approach can be activated from within NSC Tog possibly through voucher system
- Updated Contact list available for onward referrals - a whole host of organisations who are in place covering a variety of needs
- Very few referrals this time - only 3 so far, which are for shopping - contact follow-up made - only one on-going at this time

Greater focus on Mental Well-being to be addressed, with access to training courses/ seminars etc.

VANS are conducting a survey about planning for future recovery - Weston-super-Mare & North Somerset COVID-19 Community Recovery. Follow the link below if you wish to contribute

<https://westoncovidcommunityrecovery.commonplace.is/>

The Clerk advised that a dedicated phone number and email address had been set up – Cllr Roberts to forward telephone number to the Clerk for the update to website etc.

C390 Clerks Report, Correspondence & items for next agenda:

- a) Ministry of Housing, Communities & Local Government – Section 137 Expenditure: Limit for 2021-2022 for parish and town councils in England is £8.41
- b) North Somerset Council – Health and Wellbeing Workshop on 25 Feb 2021 – let the clerk know if you would like to attend.
- c) Safety Surfacing/Swing set in the Park – Repairs are underway.

d) Parish Hall – skylight repairs – due to adverse weather rescheduled to Wednesday 10 Feb 21.

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.

Clerk, Cllr Tremlett and members of the public left the meeting

C391 To receive recommendations from the Human Resources Committee as per Min Ref HR09 as the full recommendation was not discussed – AGREED to accept recommendations from Human Resources Committee

There being no further business the meeting Chairman closed the meeting at 9.28pm.

Signed (Chairman).....

Date.....

The next meeting of Locking Parish Council will be at 19:00pm held via Zoom on Thursday 4th March 2021

DRAFT