



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 1 April 2021
at 7.00pm via Zoom

Meeting opened: 7.00pm

Meeting closed: 9.13pm

Present: Councillors: P Jones (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, Mr C Dumbell (CPRE), Mr R Long (LPFC) and one member of the public

MATTERS FOR DECISION

C420 To receive Apologies for absence and to approve reasons where appropriate
Cllr ap Rees – Approved.

C421 To receive Declarations of Interest by PCllrs and to consider any written applications
dispensations: None

C422 Co-option to Locking Parish Council – Candidate withdrew application - Noted

PUBLIC PARTICIPATION

C423 To receive and hear any person who wishes to address the Council, upon prior notice being received. None received. The Chairman welcomed:

a) Mr Dumbell raised the following question:

“As we now have half of the built area of the parish one side of the A371 and half the other side and as the “Camp” side of the road is proudly called “Locking Parklands”, should not the signs at the A371/OBR and A371/ETR read Locking Village not just Locking”. Cllr Porter was asked to support this signage and to forward to the Clerk details of the department at NSC who would deal with this.

b) **Unitary Cllr/Liaison Officer Report:**

Airdays Event and Carnival for this coming year had been cancelled.

Cllr Prosser asked if Cllr Porter had made any progress in setting up a meeting with Susan Munns IDB – Cllr Porter advised he had gone back to her and was waiting on a response but he would chase up. Cllr Prosser confirmed that Susan Munns had been given the flow rates that she had requested, Cllr Porter requested that the Clerk resend the email to him.

d) **Police Report** – Previously Circulated – Noted.

C424 LPFC – Locking Park Youth are proposing to submit a joint small grant application to the Football Foundation cover 75% of the cost of the new posts needed for them to play u13s football next season.

LPC to cover the following costs:

- 25% of total cost for new 24 x 8ft goals = £206
- Marking/lining new pitch
- Removal/disposal of existing goals and installing new goals. Volunteers would need to assist with installation – Approx. cost £220

Questions raised to Mr Long (LPFC) were how many youth teams did the club support, would the club be willing to help with installation i.e. physical help etc. **AGREED** that LPC pay 25% towards funding of the goals and £200 towards installation costs providing LPFC assist with the installation and disposing of the concrete waste.

Item for next Estates Committee Agenda

MATTERS FOR DECISION

C425 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 4th March 2021**
RESOLVED: That the Minutes of the Council meeting held on 04/03/2021 (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 10th March 2021**
RESOLVED: That the Minutes of the Council meeting held on 10/03/2021 (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
- c) **To received and confirm the Minutes of the Council meeting held on 23rd March 2021**
RESOLVED: That the Minutes of the Council meeting held on 23/03/2021 (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

C426 Finances:

- a) To receive and approve monthly expenditure from 1 March 2021 to 31 March 2021- **AGREED** (*to be signed by Cllr Tremlett*)
- b) To receive and note the Bank Reconciliation for February 2021. Noted (*to be signed by Cllr Tremlett*)
- c) To receive and agree any Grant applications – None received
- d) To receive ALCA Annual Subscription Invoice £686.65 – **AGREED** to pay the sum of £686.65
- e) Bristol Water - Goodwill cheque for £100 for the community re disruption caused by works at The Bury. LPS food parcel initiative was put forward along with the purchasing of a picnic table **AGREED** to give more consideration as to what this amount could be used for or put towards to.

C427 Chairman's Report:

- Councillors, I write during these difficult times to provide an update as to what has occurred since my last report. I am pleased to report that fresh food and donations of essential items continue to be collected and delivered to Locking Primary School. Also, Cllr Roberts continues to coordinate our Locking Community Volunteer Support Group in providing assistance to those in need.
- The Hall, Park & Green Committee in addressing maintenance issues have also been involved in updating the kitchen, hall decoration, lighting and other issues. I would like to thank Mark for his work and for painting the abstract art in the entrance hall. It is unique and in fact it reminds me of other works which have been produced not too far away – with Banksy being busy in Bristol again. We could provide a ready space for Banksy's artwork on either the Parish Hall or even the OBR Changing Room walls, I then would say 'watch this space and our bank account'.
- You will have noted that the benches have been installed in the park, they have already attracted favourable comments from members of the public.
- Councillors are also commended for addressing safety concerns at the Parish Hall, in doing so users are provided with confidence that we are committed to ensuring safety for all those that use our facilities. CCTV, Fire and Intruder Alarms are in the process of being installed.
- I can also report that the remaining whips have been planted at the OBR Playing Fields. My thanks to all those who helped in the planting especially young Ollie Prosser who really worked hard and showed us older ones up - well done Ollie!
- I personally still remain focussed on ensuring that the 'Public Right of Way' (PROW) which is known to us all as the 'Spinney' is maintained and is fit for purpose, as it the only direct pedestrian access between Locking Village and the other parish areas of Locking Grove, Locking Parklands and Flowerdown. Hopefully Council will support a proposal to upgrade the surface of the path.
- I am also conscious that our Full Council meetings are sometimes becoming too time consuming, perhaps we can save time by agreeing to those recommendations being put forward by our Committees or Working Groups. I am also reminded of a saying which is, 'we all have two ears and one mouth so we can listen twice as much as we speak' - time management advice perhaps.

C428 Regular Reports: To receive and note the following regular reports:

- a) **CPRE** – Mr Dumbell reported: No meeting locally in the last month. However, national CPRE office has reported consultation submissions have been made on 2 national initiatives which may have an impact on Locking Parish - (a) Proposed changes to Permitted Development Rights in relation to commercial/residential conversions and changes of use between certain types of commercial/retail premises (b) Changes to the NPPF and National Design Code proposed by Robert Jenrick, the Housing Minister, which are being redrafted following the withdrawing of his first set of proposals last autumn. In the

- case of (b), the consultation has now closed and an article in the national press suggested he would unveil his revised strategy shortly. I expect to have further information on both matters over the next few months.
- b) Locking Parklands: No meeting

C429 Planning: Planning Working Group give the following recommendations:

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

- a) **21/P/0698, Flowerdown Estate, Locking – This is Locking Grove** see work schedule (previously circulated). **AGREED** Neutral
- b) **21/P/0513/FUH 15 Manor Gardens Locking** – Demolition of existing conservatory and proposed erection of a single storey side extension and associated works. **AGREED** Neutral
- c) **21/P/0776/AOC Locking Moss Land West of Locking Parklands** - Discharge of condition No.7 Construction and phasing, No.8 cemp, No.22 external lighting, No.23 access and parking, No.25 remediation, No.28 energy efficiency, No.30 materials – buildings, No.31 materials – hard surfaces and No.33 sub station at Locking Mosslands on application 16/P/1881/OT2. **AGREED** Neutral.
- d) It was noted that when an application has AOC this means that the Parish Council is not a statutory consultee and does not have the right to comment, concerns raised on a regular basis by this Council have been regarding flooding/drainage/parking etc., and it was noted that LPC were not able to make further comments if not a statutory consultee. **AGREED** that the Clerk formally write and request that LPC be statutory consultees on all planning applications for Locking Parish and that LPC lobby District Cllr Porter and Cllr Solomon for their support
- e) **Update: 41 Old Banwell Road** – Chairman thanked Cllr Prosser and Cllr Roberts
Cllr Prosser and Cllr Roberts had met on site property owner, who was agreeable to the conditions highlighted by Council. Full copy of the report available from the Clerk and previously circulated to all Cllrs.
Noted that detailed measurements and photographs of the boundary would need to be carried out by LPC.
Cllr Prosser had taken some photos these had been circulated

C430 Annual Meeting of the Parish Council – Venue to be agreed, if lockdown restrictions are eased. **AGREED** meeting to be held as scheduled via Zoom on 6th May 2021

C431 Annual Parish Assembly – Depending on Lockdown Restrictions to be held via Zoom on 29 April or To consider rescheduling date. **AGREED** to hold a 'hybrid' meeting after 17th May 202. Clerk to invite Sam Byers NSC re Banwell Bypass Update

C432 Schedule of Meetings for 21/22 – **AGREED** to defer until next meeting due to the Clerk sending out last year's schedule in error
Cllrs discussed the possibility of a summer break during August i.e. no meetings held, day to day running delegated to the Clerk **AGREED** to trial the summer break during August 2021

C433 To receive recommendations from the Finance Committee – **AGREED** with the following amendments:

a) Financial Regulations

All references to Finance & Strategic Planning Committee to be removed and replaced with Finance Committee

8.5 wording "an shall" to be removed

11.1j Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

b) Risk Assessment – Financial and Management

Additions to External Maintenance

Issue	Risk Identified	H/M/L	Management/control of risk	Review/assess/revise	Frequency	Date Reviewed
OBR Car Park	Poor performance of amenity. Risk to third parties	M/H	Car park to be regularly reviewed and maintained. All repair and relevant expenditure for these repairs are authorised in accordance with Parish Council procedures. Members of the public and Councillors can report issues to the Clerk for actioning	No inspection process in place – Estates committee to schedule quarterly inspections	Quarterly and ongoing	
OBR Attenuation Pond	Poor performance of amenity Risk to third parties	M/H	Pond to be regularly inspected and maintained. All repairs and relevant expenditure for these repairs are authorised in accordance with Parish council procedures. Deep Water signage in place. Members of the public and Councillors can report issues to the Clerk for actioning	No inspection process in place – Estates committee to schedule quarterly inspections. Consider installing fencing surrounding the pond	Quarterly and ongoing	

C434 Safety Barrier on footpath ETR Parkside – To consider a proposal from Cllr Keate. The existing barrier had been damaged sometime ago and NSC had not replaced as they considered it to be in a satisfactory condition. It was acknowledged that the damaged safety barrier was in poor condition and an eyesore. **AGREED** the Clerk contact NSC to request a new barrier be installed and/or the cost to replace it.

C435 ICT – Equipment Purchase as per Min Ref C246f – to receive recommendations from ICT Working Group:

- To agree to carry forward the ICT project - **AGREED**
- As funds allocated was not used during F/Y 2020/21 To agree to set funds aside from Project 21/22 balance to continue with the ICT project - **AGREED**
- To receive quotation for purchase of 6 devices – **AGREED** to accept the quotation from 2IT Systems for the supply of and set up of 6 I Pads as detailed for the cost of £2504.38 inc VAT
- To receive the scheme for roll out of devices and associated policy/user agreement draft documents. One member of council had not had time to review the documents due to their late arrival **AGREED** to defer until May Meeting

C436 Parish Hall:

- To receive a proposal and costings from Cllr Ashdown to replace kitchen Sinks – Cost to replace 2 sinks £105 there would also be installation costs on top of this figure **AGREED** with one abstain
- To receive a proposal from Cllr Ashdown to paint the flower tubs at the Hall – Cost of paint £25 **AGREED**

C437 Co-op – to receive details of donation from the Co-op. Email received from the Co-op that they would like to be involved in supporting community initiatives within Locking Parish. Co-op had offered £500 donation to a piece of exercise/play equipment, a hamper and 20 money off coupons.

Members thanked the Co-op for their kind offer and **AGREED** to accept the £500 donation to a piece of equipment for community use also **AGREED** to suggest that the hamper and money off coupons and donate this to Locking Primary School and Locking Parklands Educate Together Primary school

C438 NALC Planning and Power Event – Have a say on keeping Planning local and keeping the voice of local communities in the planning system - cost per place £38.93 – Any Cllr interested in attending to contact the Clerk

C439 The Spinney – to receive correspondence from NSC and decide next steps – Jenny Ford Head of Development NSC advised the following: NSC did not have funding to cover this project. Members acknowledged that the Spinney is the only safe walking route to Parklands and the new GP Surgery and needed urgent works to make it a safe usable footpath for all members of the Parish **AGREED** that LPC would cover the full cost of the quotation for works as supplied by NSC - £1600. This cost to be met out of CIL fund balance.

C440 Staff Safety: Due to recent altercations encountered by the Parish Orderly to consider body worn video Camera and receive costs for this equipment.
The Chairman updated Council on recent altercations encountered by the Parish Orderly and as a lone worker his safety was this council's priority. The Clerk confirmed that the Parish Orderly was agreeable to wearing a body worn camera. There were various considerations to be given towards type of camera, storage, GDPR implications etc. **AGREED** To defer until ICT Working Group investigate further, Cllr Hetherington to look at specifications of camera on the market between £200-£500 and recommend to ICT WG.

C441 Flooding update from Cllr Prosser

Still awaiting meeting with Cllr Porter, Sue Munns and IDB. In the meantime, would continue to monitor the level.

C442 Locking Community Volunteer Support Group – No Update

C443 Clerks Report, Correspondence & items for next agenda:

The Clerk reported on the following:

- **Planters had been** delivered 31/03/2021, it was disappointing to note that although St Modwen and Locking Grove had initially accepted the Parish Council’s offer of 4 planters/plants each and these had been ordered, but both had decided that the planters did not fit in with their design schemes. Unfortunately, the planters cannot be returned. These had been installed in Locking Village and Oaktree Park (Memorial Garden) Plants 13/04/2021 TBC. Volunteers to help with planting: The Chairman, Cllr Lacey, Cllr Tremlett, Cllr Ashdown, Cllr Hetherington, Cllr Bearsby, The Clerk
- **Playing Field and Mendip Rise** – report from resident that youths are gathering after school ASB at playing field, Mendip Rise youth trying to kick in a garage door – advised to report to police while incidents are occurring – criminal damage etc. 999 after incident 101. Clerk has reported this to the beat sgt and asked for patrols – daily problems between 4.30-6pm

CORRESPONANCE

Connect Community Bus – current service to run until 9/4 new service starts 12/4 – Clerk has asked if there will be a weekend service and for copies of the new timetable

ALCA – Remote meeting - asking that all councils respond to the call for evidence to Ministry of Housing Communities and local government - Noted

Bereavement Peer-support training programme – training programme being delivered by Bristol Ageing Better – Free Training – community led open to anyone – already circulated please pass on to anyone you think might be interested

NSC Sam Byers would like to do an update presentation for Banwell Bypass – Invite to Annual Parish Assembly

Mobile Pizza Van – planning to open in this area looking for locations - Noted

There being no further business the meeting Chairman closed the meeting at 9.13pm.

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

The next meeting of Locking Parish Council will be at 19:00pm held via Zoom on Thursday 6th May 2021