



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 6th May 2021
at 7.00pm via Zoom

Meeting opened: 7.00pm

Meeting closed: 9.40pm

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

MATTERS FOR DECISION

C1 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.

RESOLVED: that Cllr Paul Jones be elected as Chairman (8 For, 1 Abstain)

C2 To receive the Chairman's declaration of acceptance of office or to permit him/her to make the declaration before or at the next meeting of the Parish Council.

RESOLVED: Cllr Paul Jones duly signed a Declaration of Acceptance of Office.

C3 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.

RESOLVED: That Cllr John Keate be elected as Vice chairman (8 For, 1 Abstain)

C4 To receive Apologies for absence and to approve reasons where appropriate

Cllr ap Rees – Approved.

Cllr T Porter

Mr C Dumbell CPRE Representative

C5 To receive Declarations of Interest by PCllrs and to consider any written applications dispensations:

Declaration of Interest from Cllr Tremlett Min Ref C462b,c,e

PUBLIC PARTICIPATION

C6 To receive and hear any person who wishes to address the Council, upon prior notice being received. None received.

a) **Unitary Cllr/Liaison Officer Report:** None Received

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

MATTERS FOR DECISION

C7 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 1st April 2021**

RESOLVED: That the Minutes of the Council meeting held on 01/04/2021 (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 22nd April 2021**

RESOLVED: That the Minutes of the Council meeting held on 22/04/2021 (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

C8 Finances:

- a) To receive and approve monthly expenditure from 1 April 2021 to 30 April 2021- **AGREED** (to be signed by Cllr Keate)
- b) To receive and note the Bank Reconciliation for March 2021. Noted (to be signed by Cllr Keate)
- c) To receive and agree any Grant applications – None received
- d) Annual Governance and Accountability Return 2020/2021 Part 3, p3 – Annual Internal Audit Report 2020/2021 has been completed and the end of year report and financial risk assessment is presented to council for acceptance. **RESOLVED** to accept Internal Audit Report
- e) The Statement of Accounts for 2020/2021 financial year, prepared on a receipt and payments basis are presented to council for approval. **RESOLVED** to approve the Statement of Accounts for 2020/21
- f) To receive and sign Annual Accounts Section 1 2020/2021, Box 1 – 8 of the Annual Governance Statement is recommended for completion as 'yes' and with box 9 completed as N/A. **RESOLVED** that the Annual Governance Statement be completed and approved and duly signed by the Chairman and Clerk/RFO at the earliest opportunity.
- g) To receive and sign Annual Accounts Section 2 (Accounting statements 2020/21) **RESOLVED** that the Annual Governance Statement be completed and approved and duly signed by the chairman and Clerk/RFO at the earliest opportunity
- h) To note the date for Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return – Accounts for the year ended 31 March 2021: Noted

C9 Chairman's Report:

- Councillors, I have prepared this brief report on the basis that I was elected Chairman of Locking Parish Council earlier tonight. If this is the case, I must say that this is an honour and I am proud to continue as Chairman in representing Locking Parish Council and all its parishioners. I thank you for your continued support, hopefully this next year will be less stressful for us all. I hope we as a Council can positively address our community needs that were identified in our recent Neighbourhood Survey and that our maintenance and agreed projects will be completed in this new financial year.
- I was very disappointed to learn that there had been several reports of anti-social behaviour and vandalism within the Parish during the Easter break. The Changing Room roof tiles at the Old Banwell Road Playing fields and guttering had been damaged by individual's throwing stones onto the roof. Because of this and other reports, Police were informed and requested to investigate. CCTV footage from the Changing Rooms was produced to Police to assist in their enquiries. Repairs have been conducted to the roof and guttering. Police have also been requested to increase patrols within the Parish to provide a visible deterrent to those who might consider causing further acts of vandalism.
- I strongly urge Parishioners to report incidents of anti-social behaviour to Police on 101.

C10 Regular Reports: To receive and note the following regular reports:

- a) CPRE – No meeting in the last month.
- b) Locking Parklands: No meeting

C11 Planning: Planning Working Group give the following recommendations:

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

- a) **21/P/0907/TPO Land adjacent to 26 Varsity Way Locking – T4, TG1, TG2 – Group of 6 poplars – fell due property damage, to be replaced with 3 x hornbeam & 3 x small-leaved lime AGREED Neutral**
- b) **21/P/0980/MMA Land at 5 Bartletts Way and land to the north of Bartletts Way/Leafy Way** Minor material amendment to permission 17/P/5572/OUT, allowed on appeal under ref: APP/D0121/W/18/3199616 (outline planning permission for the erection of 8no. dwellings following demolition of 5 Bartletts Way and stables, with all matters reserved for subsequent approval (apart from vehicle access) to allow for addition on condition to allow phasing of CIL (Community Infrastructure Levy) payments **AGREED Support**
- c) **21/P/0989/NMA 3 Elm Tree Road – Non-material amendment to application 20/P/3089/FUH (Demolition of existing detached garage, proposed two storey side extension, two storey front extension, roof extension including front and rear dormers and single story rear extension) to allow minor alterations to the shape of the side and rear extension to better suit the site conditions. AGREED Neutral**
- d) **21/P/1044/NMA Locking Parklands** Non material amendment to application 18/P/2925/RM (erection of 27 no. dwellings) to allow amending the general arrangement of Bowen Road to incorporate the strategic watermain under the footway instead of the carriageway **AGREED Neutral**
- e) **21/P/1040/AOC 3 Elm Tree Road** Discharge of condition No. 3C No external walls shall be constructed until samples of the walling and cladding materials to be used on application 20/P/3089/FUH **AGREED Neutral**
- f) **Update: 41 Old Banwell Road – the Clerk update with the following:**
 - Solicitors acting on behalf of the property owner had been in touch requesting information regarding plan of the playing field which she had furnished to them. Awaiting the legal agreement from solicitors.

- Playing Field Boundary – clerk advised that through the hedging the old concrete posts and some fencing were still in place in the most part and suggested spraying post with white paint to help identify the boundary.
- Cllr Tremlett and Cllr Prosser volunteered to action this work.

C12 To agree regular standing order and direct debit payments made from Unity Trust Bank Account and Lloyds Bank Multipay Card Account Annual Meeting of the Parish Council – AGREED

C13 Renewal of the Parish Councils Insurance Policy with Came & Company Min Ref Exe 67b 3 year binding long term agreement with Pen. Clerk updated regarding increase to premium due to purchase of assets over the last financial year etc. **AGREED** to pay the Premium of £2761.22

C14 Internal Auditor: AGREED to appoint Philip Smith as Internal Auditor for the Financial Year 2021/22

C15 Review and Adoption of the following documents:

- Standing Orders
- Supplementary to Standing Orders

AGREED that a Review Working Group be formed to review documents and make recommendations to full council at its next meeting – RWG members Chairman Cllr Jones, Cllr Tremlett

C16 Parish Council’s Committees and Working Groups – to consider and approve nominations for membership to the following:

Estates Committee (Standing Committee) – Review May 2022	
Terms of Reference – Review May 2021	
Members:	
Cllr Bearsby Cllr Jones (Ex Offico) Cllr Hetherington Cllr Tremlett	Cllr Lacey Cllr Keate (Ex Offico) Cllr Prosser

Hall, Park & Green Committee (Standing Committee) – Review May 2021	
Terms of Reference – AGREED Status Quo remain – Review May 2022	
Members:	
Cllr Mason Cllr Ashdown Cllr Bearsby Cllr Jones (Ex Offico)	Cllr Keate (Ex Offico) Cllr Roberts Cllr Prosser Cllr Tremlett

Executive Committee – Review May 2022	
Terms of Reference – Review May 2021	
Members: TBC	
Cllr Jones Cllr Keate	

Finance Committee	
Terms of Reference: Review May 2022 Meet as and when required.	
Members: Finance Committee should have 5 members (when possible)	
Cllr Bearsby Cllr Jones (Ex Offico) Cllr Keate (Ex Offico)	Cllr Lacey Cllr Tremlett

Human Resources Committee	
Terms of Reference: Review May 2022 Meet as and when required.	
Members: Human Resources Committee should have 5 members (when possible)	
Cllr Jones (Ex Offico) Cllr Bearsby Cllr Roberts	Cllr Keate (Ex Offico) Cllr Ashdown Cllr Prosser

ICT & Comms Working Group	
Terms of Reference: Review May 2022 Meet as and when required.	
Members: ICT & Comms Working Group should have 5 members (when possible) Co-opted members when necessary	
Cllr Jones Cllr Lacey	Cllr Tremlett

Planning Working Group – AGREED to dissolve and return to full council

C17 Review of Terms and Conditions for Standing Committees as per Min Ref C331:

- Estates Committee
- Hall, Park & Green Committee

AGREED to set up Working Group to review TORS for the above. The chairman proposed that Cllr Roberts join him and Cllr Tremlett on the Review Working Group for Standing Orders and TORS and make recommendations for next meeting of full Council - **AGREED**

C18 Schedule of Meetings for 21/22 – AGREED

C19 Changing Rooms – to receive quotations for the supply and install of lighting (repairs)

Estates Committee Requirement:

To supply and install 12 LED motion sensed light fittings

Replace 1 x external bulk head

All 3 companies are members of NICEIC

Quote 1

Replace 12 x 5ft battens & 1 x External light

New 5ft fittings to incorporate microwave sensors for automation detection of movement

Swap batten style light fitting

Alteration to switching to allow for individual motion sensor

External bulk head

Xcite 36W 5ft IP65 LED Non-Corrosive fittings with microwave sensor 400K

Emergency Light reconfiguration

Labour

Total £3450.22 inc VAT

Quote 2

Remove the existing 13 light fittings.

Install new high output 18W, IP65 round LED fittings with a sensor pack controlling each light individually.

Install emergency packs in the fittings to provide a fully compliant emergency lighting system.

Supply and install an emergency exit fitting above each of the two front doors.

Convert the wiring to mains only and blank off all of the existing switches.

Materials.

13 x Round 18watt, IP65 sensor fittings

13 x emergency packs

2 x Maintained exit fittings

Cable etc.

Labour - 8 hours labour for one electrician

Total £1911.46 inc VAT

Quote 3

Replace all 12 existing fluorescent light fittings totalling both sides of home & away changing areas for motion detected LED round light fittings

Blank off the existing 3 gang switch in the shower area that will no longer be required

Allow for at least 3 emergency LED fitting in each changing area to illuminate the exit route of both sides in the event of a power failure

Replace 1 x external bulkhead PIR controlled light

Total £996.00 inc VAT

AGREED to accept Quote 3 from Principal Electrics Ltd.

C20 Road towable Water Bowser – the clerk had been requested to make enquiries with the following:

- Hutton in Bloom do not hire out their water bowser
- NSC have not come back
- N Bartlett – this is not a water bowser it's used for slurry
- Countrywide – don't offer this service
- Simmons – Have not come back

To receive quotations for the following:

- a) Hire of Road useable/towable 400/500L water bowser – It was **AGREED** that to hire a water bowser would not be cost effective as the prices ranged from £106 - £250 per week
- b) Purchase of Road useable/towable 400/500L water bowser – on the information given the Clerk had obtained 3 quotations:

Quote 1

400 ltr Highway Plant watering Bowser – Honda 1" Pump – 30m hose reel & 900mm plant watering lance
£1995.00
Delivery £150.00

Quote 2

BBT1000 - Water Bowser with full road tow lighting and braked (*Full EU approval*).

Net Price £2316.00

Tank colour of Blue or Green is available, also either 40mm Ring hitch or 50mm Ball hitch.

BBTHP100 - Honda Petrol Pump & Mounting Plate C/W 15Mtr Delivery Hose

Net Price £476.00

PWLANCE - Extending Lance 1.5-2.45m for Plant Watering C/W On/Off Tap

Net Price £135.00

Delivery £75.00

Quote 3

Plastic tank (approximately 8mm thick).

For Highway/Site use, rubber torsion suspension, mudguards, brakes and lights. Mounted on a galvanised/painted chassis.

2 x 145 X 10 radial wheels and tyres and a 50mm towing eye/ball hitch.

The unit is fitted with a serrated jockey wheel at the front for ease of manoeuvrability.

Fitted with a 1" Honda petrol water pump.

10m of ½" delivery hose with telescopic watering lance.

Standard galvanised hose bracket.

Bowser Type:

500 Litre Highway Model Plant

Watering Bowser £2258.00

Delivery £280.00

AGREED to accept Quote 1 from Enduromaxx Ltd

C21 Laney's Drove extension to missing footpath: To receive an email from NSC for a contribution towards cost.

Davide Bailey NSC advised that he would make arrangements to have this section of the footway included in a future works programme, it was likely to cost in region of £5000, Mr Bailey asked if LPC would be willing to make a contribution to these costs as there would be a greater chance of it getting on to next years works programme if LPC made a contribution.

It was widely acknowledged that this piece of footway was important to the safety of pedestrians using this busy stretch of road. Members were given to understand that Sec 106 money had been set aside for the completion of this footway, Clerk to bring this up with David Bailey and Jenny Ford. **AGREED** to make a contribution of 10% - £500 only on the proviso that this contribution would be reimbursed when the Sec 106 funding became available.

C22 ICT – Equipment Purchase as per Min Ref C246f – to receive recommendations from ICT Working Group:

- a) To receive the scheme for roll out of devices, chairman advised that there had been a delay with delivery of I Pads and the ICT Working Group would be looking for volunteers in due course and adequate training provided.
- b) To receive and adopt policy/user agreement subject to any amendments and associated policy/user agreement draft documents **AGREED** with no amendments (1 Against)

C23 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. The Chairman and Cllr Hetherington had looked into models available and made the following recommendation to purchase a Brierfield BR1 Body Camera – QHD 1440p, 128GB Memory Card, included chest harness & shoulder harness £220 inc VAT **AGREED**

C24 Bench at PROW Church Path – to consider replacing the damaged bench **AGREED** to replace the bench

Agenda Item 25 & 26 **AGREED** to discuss these two items together as both related to donations to LPC

C25 Co-op – had offered £500 donation towards purchasing a piece of equipment/item, **Bristol Water** had donated £100 for community use. The Clerk had looked into benches and picnic tables similar to the picnic tables installed recently in the Park. Earth Anchor offered the picnic table £409 and bench £346 in the same recycled plastic including ground fixing and delivery for the sum – Total £823 – LPC would need to contribute £223.00 **AGREED**

C26 Clerks Report, Correspondence & items for next agenda:

The Clerk reported on the following:

- Re-opening the Hall for council meetings from 17 May (if restrictions are lifted further)
Have received the guidance – It is expected that meetings of public bodies can take place safely in COVID-secure venues.
This will include social distanced seating plan, masks to be worn by all attending, hand sanitiser made available, everyone will be required to sign in using the NHS QR codes or sign in sheet
Seated capacity including using the stage area 19
Council are encouraged to allow members of the public to attend online until step 4
Annual Parish Assembly 20 May 2021 6.30pm – consider issuing a Zoom link
- Squirrel Infestation within the roof area of stage – pest control coming out Friday am

Correspondence

- a) Signage for Locking Village – Liam Abercrombie NSC advised that there were proposals to change the signage layout on the A371 later this year, which includes signage changes, if LPC were happy to wait he could see about getting the new signage included as part of these works, which would potentially help reduce costs for the Parish. Members noted this and agreed to wait until the new signage layout works to commence.
- b) Parish Workshop (Planning) 20th May 2021 – Cllr Tremlett to attend
- c) Adoption of North Somerset Creating Sustainable Buildings & Places: Supplementary Planning Document (update 2021) Document can be accessed via NSC website
- d) Wildlife & Countryside Act 1981 – Sec 53
- e) NSC (upgrade part of footpath AX 20/8 to Bridleway AX 20/9 and addition of Bridleway AX 20/9 Locking Head Drove Locking) DMMO No. 5 2018 the Order will be determined following a hearing which is due to be held virtually at 10am on 21 June 2021 – Noted
- f) Banwell Bypass – Working Groups – NSC requesting the Parish council to submit contacts of residents, businesses etc., to take part in the working group – Noted
- g) Town & Country Planning Act 1990 – Devils Elbow Farm Locking – Appeal APP/D0121/X/21/3267423
Date for further comments - 3 June 2021 – Noted
- h) ALCA – Finance for Cllrs course 29 & 30 June £30 per person - Noted

PART TWO

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.

C27 Employment of Administrative Assistant - To receive recommendation from the interview panel **AGREED**
with the recommendation made by the Panel

There being no further business the meeting Chairman closed the meeting at 9.40pm.

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

The next meeting of Locking Parish Council will be at 19:30pm held via Zoom on Thursday 3rd 2021