



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 2nd September 2021
at 7.30pm at the Parish Hall, Grenville Avenue, Locking.

Meeting opened: 7.30pm

Meeting closed: 9.24pm

Present: Councillors: P Jones (Chairman), J Keate (Vice Chairman), L Mason, P Lacey, W Bearsby, W Ashdown, M Tremlett, E ap Rees

Also, in attendance: The Clerk and four members of the public

MATTERS FOR DECISION

C63 To receive Apologies for absence and to approve reasons where appropriate

Cllr Prosser – Absence approved
Cllr T Porter

C64 To receive Declarations of Interest by PCllrs and to consider any written applications dispensations:

- a) Pecuniary Declaration from Cllr Tremlett signed the Declarations of Interest register in relation to Min Ref: CC70.1. i
- b) Cllr Tremlett signed the Declarations of Interest register in relation to Min Ref Min Ref: C70.1.e & C70.1.i
Cllr Keate signed the Declarations of Interest register in relation to Min Ref Min Ref: C70.1.e & C70.2
Cllr Bearsby signed the Declarations of Interest register in relation to Min Ref Min Ref: C70.1.e
- c) **To consider any written applications for dispensations:**

A written request for Dispensation had been received from Cllr Mike Tremlett in relation to lead the production of a new Neighbourhood Plan. Cllr Tremlett requested to participate/discuss only and would not partake in any vote at all meetings of the Council and its Committees where the Neighbourhood Plan is discussed for the period equal to the time he serves as a Parish Councillor or 4 years whichever is longer. **RESOLVED to grant Dispensation for a period not exceeding 4 years.**

PUBLIC PARTICIPATION

C65 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 – No report received
- b) Police Report – No current report received. Noted.

MATTERS FOR DECISION

C66 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 July 2021**
RESOLVED: That the Minutes of the Council meeting held on 01/07/2021 (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

C67 Finances:

- a) To receive and approve monthly expenditure from 1 July 2021 to 31 July 2021- **AGREED** (signed by Cllr Ashdown)
- b) To receive and approve monthly expenditure from 1 August 2021 to 31 August 2021- **AGREED** (signed by Cllr Ashdown)
- c) To receive and note the Bank Reconciliation for June 2021. Noted (signed by Cllr Ashdown)
- d) To receive and note the Bank Reconciliation for July 2021. Noted (signed by Cllr Ashdown)
- e) To receive and agree any Grant applications: None received

- f) To receive and note the Notice of Conclusion of Audit – Annual Governance & Accountability Return for the year ended 31 March 2021. Noted
- g) In retrospect - To approve the purchase and payment of a Lawn Mower from Cheapmowers.com Ltd for the sum of £598.99 inc VAT and delivery (authorised by Estates Chairman) to enable the Parish Orderly to carry out groundworks - **AGREED**

C68 Chairman's Report:

- I welcome you all back from our August break and hope that your batteries are fully charged and that you are ready for the challenges of agreeing new budgets and more importantly our next year's precept figures.
- It is obvious from reports that we are still encountering difficult times due to Covid, but I remain confident that we as a Parish Council do continue to support and encourage our community to respond positively to challenges that come our way. I do recommend that parishioners check our website as NSC advice concerning infection rates are being circulated on a weekly basis.
- What have we your Parish Council been doing over the past two months? Well, we have been conducting our day-to-day business as usual.
- The Parish Office has been open daily to deal with the many enquiries and to oversee the management and maintenance of our assets especially at the 'Old Banwell Road Playing Fields'. The OBR Changing Rooms have had new sensor lights installed so that overhead lights cannot be left on accidentally. The facilities including the boiler have also been checked to ensure that everything is working as it should. New goalposts have been installed and I thank councillors, football team representatives, the clerk and Nick Bartlett for a job well done - at least it did not rain!
- Personally, I have attended many meetings over the last 2 months. I am grateful to Councillors and the clerk who have given their time to meet with me and assist in reviewing documents that we as a Council are required to adopt. I will of course provide an update in respect of my meetings with Mr Hart of St Modwen and the ICT later tonight.
- It is with regret that I must also bring to the attention of Council that as the number of serving Councillors has decreased, those volunteering to meet our business needs have also declined. I fully understand that Councillors have other demands on their time and resources, therefore may I suggest that we as a Council consider implementing a policy to allow the clerk to employ a contractor or employee at short notice to undertake works that in the past were conducted by Councillors e.g. opening and closing gates, buildings and or other assets.

C69 Regular Reports: To receive and note the following regular reports:

- a) **CPRE** – Mr dumbbell submitted the following report:
There has been no North Somerset CPRE meeting during August and no matters directly affecting Locking. Cllrs are reminded that the Government proposals to change the planning system are expected during Autumn.
Locally there are concerns about the proposed alternative routes for the Banwell Bypass from local environmental groups.
- b) Locking Parklands: Next meeting 18 November 2021 via Zoom

C70 1. Planning (applications can be viewed via North Somerset Council Planning Applications website):

- a) **21/P/1688/AOC Land at Locking Parklands Locking** – Discharge of condition No.26 details of external lighting, and No.40 Street Lighting Scope of Works on application 18/P/4085/RM/13/P/0997/OT2 – **AGREED** to support this application
- b) **21/P/1851/EA1 Land between existing Pumping Station at Locking Parklands and Land adjacent to Waste Recycling Centre on Hutton Moor Lane Locking** – Request for a formal screening opinion as to whether proposed development is Environmental Impact Assessment development; proposal to upgrade the existing sewage pumping station located within Locking Parklands housing development site and construct a new 375mm diameter, 3.5km sewer from the pumping station to connect into existing sewerage network at a point adjacent to the household waste recycling centre on Hutton Moor Lane. **THIS IS NOT A PLANNING APPLICATION - Noted**
- c) **21/P/1789/FUH 138 Elm Tree Road Locking** – Proposed loft conversion with rear dormer and new garage to the side – **Approved 12/08/2021- Noted**
- d) **21/P/1881/AOC Locking Parklands Locking** – Request to discharge condition No.16 road, cycle and pedestrian access, No.20 landscape and management plan, and No.25 boundaries alongside the Grumblepill Rhyne on application 13/P/099/OT2 – **Approved 23/08/2021 - Noted**
- e) **21/P/1209/FUL Homefield Industrial Estate, Locking Moor Road, Locking** – Proposed additional business unit (attached to previously approved units under 20/P/3235/FUL) with E(g)(iii) (Industrial Processes)/B8 (Storage or distribution) use and associated parking **AGREED** to support this application
- f) **21/P/2006/AOC – Land to the South of Locking Head Drove Locking** – discharge of condition No.26 – Ground Investigation Report, split across 8 files due to file size and No.27 – Remediation Method Statement on application 16/P/2758/RG4 **Approved 19/08/2021 – Noted**

- g) **21/P/2137/FUL 5 Bramley close Locking** – Erection of single storey rear and side extensions **AGREED** to support this application
- h) **21/P/2193/FUH 13 Varsity Way Locking** – Proposed extension to the existing front porch and erection of a two storey rear extension. **AGREED** to support this application subject to the Planning Officer being satisfied that there is an additional parking space
- i) **21/P/1948/FUH 14 Mendip Road Locking** – Proposed erection of single storey side/rear/front extension following demolition of garage to side of property. **AGREED** to support this application subject to the Planning Officer being satisfied that there is an additional parking space
- j) **21/P/2347/FUL 144 Elm Tree Road Locking** – Proposed erection of double garage to existing detached dwelling. **AGREED** to support this application subject to the Planning Officer being satisfied that the building is within NSC build line policy
- k) **21P/1596/FUL Land at Locking Parklands, North of the A371 Locking Moor Road and West of North – South Spine Road** – Construction of a new secondary school site and associated sports hall and pitches, alongside external social and learning spaces, hard and soft landscaping, car parking, cycle parking and boundary treatment. **AMENDED DETAILS:** Revised drawings submitted including a revised red line on the site location plan – Comments by 16 September 2021. **AGREED** to support this application subject to:
- i. The separation gap being protected
 - ii. Concerns regarding Travel Plan item 3. Site Accessibility and Connectivity by Non-Car Modes of Travel 3.1 to 3.3.6 - Concerns were raised regarding access to and from Locking Village where local amenities have been highlighted within the travel plan:
 - PROW AX20/3/30 The Spinney – this footpath is in a poor condition to facilitate pedestrian movement by disabled users and those of all ages – the footpath is not well maintained, the ground is uneven, overgrown with vegetation, there is no street lighting. Please note this is a PROW and not a cyclepath
 - There is no footpath from the Garage along Elm Tree Road until the junction with The Orchard.
 - There is no footpath from the A371 Junction along Old Banwell Road into Locking Village
- AGREED** that the Clerk contact the developers to initiate discussion surrounding the Travel Plan
- l) **21/P/1871/FUH 15 Larkhill Road, Locking** – Proposed erection of a two storey rear extension **AGREED** to support this application subject to the Planning Officer is satisfied that NSC 45 degree policy on windows is followed.
- m) **21/1220/RM Keepmoat at Parklands** – Planning update from Avril Baker Consultancy and NSC Planning Officer. Update Noted. Council still had concerns regarding NSC policy on discharging conditions as this application appeared to be at odds with guideline/rules advertised on NSC website. **AGREED** that the Clerk escalate these concerns to Richard Kent at NSC
2. **41 Old Banwell Road Locking** – Re Licence to Occupy Agreement dated 8 June 2021 between property owner and LPC regarding access. LPC believe that the Licence to Occupy Agreement between LPC and the owner of Old Banwell Road Locking drawn up by Berry Redmond Gordon & Penney LLP has breached the following articles:
- 2.2 Licensee permitted to cut down hedge to a height of 0.5 metres, the hedge has been grubbed into the ground which the Property Owner admitted doing.
 - 2.4 The Licensee did not endeavour to protect the remaining low growth and roots of the hedge
 - 2.6 Property Owner has indicated that he will not be replacing the hedging only seeding with wild flowers.
- AGREED** The Clerk to contact Ward Solicitors for legal advice regarding the breach of the Licence to Occupy Agreement as above.
- The scheme was built by the owner who had advised LPC that it would be built under permitted development rights. In Council's view it appears that work completed may have breached permitted development rights – **AGREED** to report to NSC Planning Enforcement.

C71 To accept the recommendations/amendments from the working group for the following:

- a) Standing Orders
- b) Terms of Reference:
 - i. Estates Committee
 - ii. Hall, Park & Green Committee
 - iii. Executive Committee

AGREED all recommendations be accepted and documents adopted

C72 OBR Playing Field Long Term Plan:

- a) To receive and agree the following additions as per Min Ref C51d (previously circulated copy available from the clerk). Clerk reminded Council that this would be a 'living' document and would be updated regularly and reviewed annually. All additions **AGREED** documented adopted
- b) To agree workshop date for Phase 3 **AGREED** Clerk to advice of suitable date.

C73 Flooding/Drainage – Cllr Prosser had submitted the following for consideration/action:

With regards to the advice and calculations from Simon Bunn NSC - although the reduction in flow rates into the village may be small. Cllr Prosser felt that if we can make the cost's neutral to LPC then we allow Mr Bartlett to in principle excavate this area and use it to make a feature of the area and can become a part of the overall enhancement plan for this area.

Cllr Prosser proposed that a discussion is held with Mr Bartlett to ascertain if his offer still stands, if so, Mr Bartlett would instruct his drainage engineer to provide the exact calculations of the pond. Prior to this we will need to arrange the tree officer for their approval. If all agreed we could then see if we can get a drawing done and perhaps move it forward. For clarity, the outfall would be restricted to hold back the water but when the pond becomes full there would be another outfall that is the same diameter as the original pipe, therefore not causing any problems to residents.

AGREED that a discussion be held with Mr Bartlett

C74 ICT Working Group – Update from the Working Group:

Councillors as some of you are aware Richard Perry delivered the iPads and cases in August 2021. I am pleased to say that certain Councillors have been issued with the new iPads and with some initial assistance being provided by Dawn and me. I hope that Councillors will use the iPads to conduct council business and Dawn and I look forward to receiving feedback in respect of this trial period. Should users encounter any problems please let Dawn or I know so that we can advise or if need be, arrange for Richard Perry to attend LPC to provide further training.

C75 Radio Wing – Update from the Chairman:

In late July 2021 I was fortunate to meet Mr David Moore, Director of Locking Parklands Community Interest Company LPCIC whilst he was visiting Locking Parklands. During this meeting I made him aware of Council's decision which was made on the 3 June 2021 concerning our interest in the Radio Wing. The minutes of that meeting were circulated via our website and notice boards within the Parish.

Following that meeting, I was contacted by telephone by Mr Chris Hart, St Modwen who asked to meet with Council in order to learn more about our interest.

Subsequently on 12 August 2021 an informal meeting was held with Mr Chris Hart during which Councillors attending provided him with an insight as to how we manage our own Parish Hall through committee involvement, also discussed was funding and community usage. I am grateful to Councillors who attended this particular meeting as I believe that it was beneficial for all parties involved.

Following on from that meeting I received further communication in a telephone call from Mr Hart during which he expressed further interest in response to our initial bid to manage the Radio Wing. He also informed me that there have been discussions with other partners in the management of this particular venue.

Mr Hart has now requested via email that LPC provide a high-level business case together with an overall vision of how the Parish Council would like to use and manage the venue.

As this is the case, I recommend to LPC that in order to progress our interest that we form a 'Working Group' with a mandate to investigate all aspects of our potential involvement with the Radio Wing. There are obvious financial and staff implications which will have to be scrutinised and agreed by our Finance and Human Resources Committees to ensure that any bid is fully justified and cost effective. We may also have to seek advice from NALC to ensure we are acting in accordance with our rules and regulations especially if ownership of the Radio Wing is problematic.

AGREED that a working party be formed to look into this further – The Chairman, Vice Chairman and Cllr Lacey volunteered.

C76 SLCC National Conference and Training – Virtual conference/training 13/14 October 2021 cost £100 plus VAT – To consider the Clerks request to attend the above - **AGREED**

C77 Naming of North-South Link Road – Min Ref C58 1 July – AGREED to put forward Apprentice Way in recognition of the 1000's of apprentices who went through the base so as to keep the RAF Locking association even if only applied for the Locking Parklands section of the road

C78 Clerk's Report, Correspondence & Items for next Agenda:

- a) A The Spinney – hoping works to be completed by end of September
- b) Gym Equipment – Installed 6 Sept – volunteer to open up and show installation site, volunteer to inspect works at the end of day. Will need to stake off and tape off area with notices to keep off until concrete goes off.
- c) Picnic tables have arrived – need locations agreed
- d) Parish Hall has picked up with bookings – RAFA Band – long term hire – Dec 18 concert – will do a free concert for LPC - event possible Queens birthday
- e) Budgets are coming up for Committee's to start thinking about

- f) Admin Assistant had been booked on to Basic Clerks Course for 21 Sept, please note the office will be closed on that day, appropriate notices will be displayed
All Correspondence had been previously circulated via email.
- g) Agenda Item for next meeting:
'Pride in' a programme be considered for tidying up the Parish via volunteers.
The Queens Platinum Jubilee Celebration

There being no further business the meeting Chairman closed the meeting at 9.24pm.

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

The next meeting of Locking Parish Council will be at 19:30pm held on 7th October 2021 at Locking Parish Hall

DRAFT