



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 & Green Committee held on Thursday 16 September 2021

Meeting opened: 7:30pm

Meeting closed: 8.03pm

Present: Councillors: Les Mason, Ex-Officio Paul Jones, Ex-Officio John Keates, Mike Tremlett, Carl Prosser

Also, in attendance: The Clerk

MATTERS FOR DECISION

H16) Election of Chairman – In the absence of the Chairman:

To elect the Hall, Park & Green Committee Chair for this meeting

RESOLVED: Proposed and seconded that Cllr Les Mason take the Chair for this meeting.
CARRIED

H17) To receive any Members' apologies for absence:

Cllr Ashdown - Approved
Cllr W Bearsby - Approved

H18) To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations – None

PUBLIC PARTICIPATION

H19) To receive and hear any person who wishes to address the Committee, upon prior notice being received – None.

MATTERS FOR DECISION

H20) To receive and confirm the Minutes of the Committee meeting held on 27 May 2021.

RESOLVED: That the Minutes of the Committee meeting held on 27/05/2021 (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.

H21) To receive any update on items in those Minutes which are not included on the Agenda:

a) H15f – Sound system – Cllr Prosser had looked at this and a Bluetooth router and a jack connector for induction loop had been installed by Cllr Prosser.

H22) Financial Reports:

- a) To approve the receipts & payments (27/05//2021 to 15/09/2021)
- b) **RESOLVED:** The receipts & payments were approved. (*Signed by Cllr Prosser*)
- c) To note the bi-monthly budgetary control report (01/04//2021 to 15/09/2021) – **Noted**

H23) Reports: To receive reports (if available) and discuss/decide on any action to be taken.

- a) **Parish Orderly:**
 - i. Park cleared of rubbish bins emptied each day,
 - ii. Park Equipment inspected
- b) **Cleaning contractor:** Nothing to report.
- c) **Grounds care contractor** had been instructed to carry out the following works:
 - i. ensure safety surfacing in park is maintained in good order all weeds to be removed - ongoing
 - ii. Hedging/vegetation down side of GP Surgery requested cut back and that area tidied up

- iii. The Green – Hedge to be taken down in height.
- d) Trees in the Park to be reduced by Western Power:
 - i. Maple side reduce 3 metres from conductors
 - ii. Ash side reduce 3 metres from conductors
 - iii. Field Maple reduce in height
- e) The Green:
 - Sycamore reduce 3 metres from conductors – Western Power do not need to apply for Planning for this work

H24 Kitchen – To agree the following maintenance expenditure:

- a) Repair to work tops – to receive costing from Cllr Ashdown and agree expenditure. Clerk advised that several handyman services had been contacted only one company had attend the hall and submitted a quote. **AGREED** to accept quote from Mr Property Care for the repair to kitchen work tops and realigning cupboard doors, touch up pen to match work tops – Cost of labour and materials £155
- b) Dishwasher – to receive costing to replace the old dishwasher and agree expenditure. **AGREED** to order a Amica Dishwasher for £219 plus installation bundle for £50 Total cost £269 from ao.com.

H25 Repairs to Stage Area – to receive quotations for the repairs to ceiling, install new hatch into roof space, replace damaged ceiling to corridor, install hand rail to steps leading under stage.

The following quotations had been received:

All companies contacted are local to WSM

Quote 1

Install handrail on one side of stage staircase
 Install grab bar on stage hatch
 Install safer hatch lock on wall
 Create new loft hatch from existing holes in ceiling x2
 Fill small hole in ceiling
 Renew plasterboard ceiling
PN No details re repaint or reinstall trunking
 Labour - £240.00 (excluding vat)
 Materials - £255.00 (excluding vat)
TOTAL COST = £495.00 Excl. vat

Quote 2

Repair ceiling above stage and fit 2x access hatches
 Repair ceiling where access has been made and paint £427.50
 Remove and dispose of ceiling in rear access/emergency exit
 Replace with drywall
 Replace trunking, alarm and paint (white) £395.00
 Construct handrail on steps under stage
 Build handrail on underside of hatch and strengthen the hatch latching point £226.00
TOTAL COST = £1,048.50 Excl. vat

Quote 3

Install wooden stair handrail to left of stairs from stage
 Strengthen stage hatch and fixing to wall and supply &
 install grab rail on underside of hatch £240
 Repair hole in stage ceiling
 Supply & install 2 x loft hatches £260
 Remove corridor ceiling and install new plasterboard ceiling
 Skim plaster new ceiling
 Paint new ceiling in vinyl matt colour to best match walls £370
 All materials required included in cost
TOTAL COST = £870 Excl. vat

AGREED to accept Quote 1 from JPM Property Maintenance for the cost of £495 as per the quotation received

H26 Replacement of rear doors under stage – to receive cost for replacement of double doors and fit security locks. The following quotations had been received:

Quote 1

This price is subject to a full survey – based on measurements supplied by Parish Orderly and photos

Supply and Install:	£1171.11
PVC French Door	
Left hand master sash	
Low Ali Threshold	
Shiplap Solid Panels	
FENSA Certificate	
Rubbish Removal	£20.00
Total Cost Excl. VAT	£1191.11

Quote 2

Supply and Install:

Replacement set of white UPVC equipment store doors

Complete with, multi-point hook bolt locking mechanism

Lever/lever handles,

Internal gazing beads

Low aluminum threshold

Full length T & G style reinforced panel

25% deposit required on order and balance payable on installation

FENSA Registered

All UPVC and composite systems conform to British and European Standards and hold a ten-year backed manufactures guarantee

Total Cost Excl. VAT **£1171.00**

Quote 3

Supply and Install

Std Reinforced French Doors

L/Lever Dr Handle x 2

2D Flag Hinge

Ingenious F/Dr Lock S 2 Handle

No cill

28mm Sculptured Bead

O/Out Stormguard LT D AM%EX si

Thumb turn cylinder /overall H 1820mm

Ultion Std Cylinder keyed alike

Ali Frame

Total Cost Excl. VAT **£1295.00**

AGREED to accept quote 2 from Worle, Glass and Joinery for the sum of £1171.00 plus VAT

H27 Park – Annual RoSPA Playground Inspection – Report circulated – Clerk advised that very minor issues picked up in the Inspector which have now been dealt with.

H28 Project 2021/22 - Car Park Lighting – Solar lighting - Information and costings from the Clerk. Clerk advised that Prolectric had estimated that 2 solar lights similar to the park solar lighting which would cost around £2868.00, they also advised that LPC could look at an additional security PIR light at the front of the building
AGREED the Clerk contact Principal Electrics to quote for changing the existing bulkhead light and installing a new bulkhead light at the opposite side of the front porch from existing bulkhead.

H29 Hire of Parish Hall – Request from FOLS for the hire of hall and car park area on 10 October 10am-1pm for charity clothes drive – to consider giving the hire free of charge. **AGREED**

H30 Items for next Agenda – no new items put forward

There being no further business the Chairman closed the meeting at 8.03pm

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

The next meeting of Locking Parish Council Hall, Park & Green Committee will be at 7:30pm on 18 November 2021.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.

