



Locking Parish Council

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The Parish Hall, Grenville Avenue,
Locking, North Somerset BS24 8AR

Minutes of a Meeting of Locking Parish Council held on Thursday 6th April 2023 at 7.30 pm at Locking Parish Hall

Meeting opened: 7.30pm

Meeting closed: 9.05pm

Present: Councillors: P Jones (Chairman), J Keates (Vice Chairman), P Lacey, W Ashdown, L Clark, J Carter, E ap Rees, W Bearsby, L Mason, M Tremlett, P Schofield, I Hilder

Also, in attendance: The Clerk, District Cllr T Porter (from 7.55pm), Cllr M Solomon

MATTERS FOR DECISION

394) To receive Apologies for absence and to approve reasons where appropriate.

Apologies for absence were received from Cllr Prosser - Approved
Apologies were also received from Mr C Dumbell (CPRE)

395) Resignation received from Cllr Paul Fowler

The Chairman read a statement of resignation received from Cllr Paul Fowler: **ACCEPTED**
Members acknowledged Cllr Fowlers contribution to Locking Parish Council and wished him well.

396) To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations.

Cllr Tremlett declared an interest Min Ref 402b

PUBLIC PARTICIPATION

397) To receive and hear any person who wishes to address the Council, upon prior notice being received.

- a) As per the Agenda, Member of the Public did not attend the meeting. As this was the second request to speak by this person (who was not a resident of Locking Parish) and had failed to attend on both occasions members suggested that if he requested again that it be declined.
- b) Unitary Cllr/Liaison:
Cllr Solomon reported that the majority of funds for the works at the Spinney had been sourced and that a conversation with the preferred contractor for updated costings was still to take place but it was looking hopeful that the work would be completed this financial year.
- c) Police Report – **Noted.**

MATTERS FOR DECISION

398) Minutes:

The Minutes of the Council meeting held on 2 March 2023 was agree and signed by the Chairman.

RESOLVED: That the Minutes of the Council meeting held on 02/03/2023 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, signed by the Chairman of the meeting. **AGREED.**

*Ms
25/5/2023*

399) Finances:

- a) To receive and approve receipts and payments from 1st March 2023 to 31 March 2023
AGREED and signed by Cllr Keate.
- b) To receive and note the Bank Reconciliation for February 2023
AGREED and signed by Cllr Keate
- c) To receive and agree any Grant applications: NIL
- d) Community Support Initiative: To approve payments & receipts from 16th November 2023 to 31 March 2023 - **AGREED**
- e) To agree the re-allocation of Coronation Event Funding to funding for Locking Parish Fete –
AGREED
A question was raised regarding who would be in control of the funding, the Clerk confirmed that the Parish Council would be in control of the funding and budget.
- f) To receive ALCA Annual Subscription Invoice £830.57 – **AGREED**
- g) To receive CPRE Membership Renewal £40.00 - **AGREED**

400) Chairman's Report:

Councillors, this is the last sitting for this Parish Council.

As this is the case, I would firstly like to say a big thank you and well done to you all. It is clear to me and many others that Councillors have fully supported our community by giving their time, effort and support to make our community a better place to live in.

Our achievements over the past 4 years actually speak for themselves as we have:

- Responded to the constraints of Covid 19.
- Helped many of those in need during lockdowns.
- Carried on with our daily Parish work through difficult times to the extent of using Zoom to hold Full Council and other essential meetings.
- Ensured that our assets such as the Old Banwell Playing Fields, Changing Rooms and the Parish Hall have been properly maintained and remain fit for purpose.
- Play equipment and other installed assets have been inspected and where needed made safe for users.
- Engaged with Community Stakeholders to ensure that we as a Parish Council are able to respond to National and Local emergencies.
- Identified and responded to concerns regarding the state of the Spinney and the withdrawal of the 126 local bus service.
- Progressed our agreed projects at the Park and Stride Car-Park in order to make that area safe for all users.
- Installed Fire, Burglar Alarms, CCTV and Security Barriers to prevent unauthorised access to Parish property.
- Continued to consult with NSC and our community to ensure that our local growing community will benefit from having a 'Neighbourhood Plan'. This plan is so important as it will address many issues that can affect growing communities.
- Monitored our budgets and finances and have set a reasonable precept which will allow us to meet our lawful obligations.

I would also like to record my thanks to Councillor John Keate, the Vice Chairman of Locking Parish Council, and all the Parish Councillors who have offered advice, guidance, experiences and support. It is only fair that I should also acknowledge the role of our Clerk, her input has been invaluable for me as a Chairman. I do remain proud and honoured to have served as Chairman of Locking Parish Council.

401) Regular Reports: To receive and note the following regular reports:

- a) CPRE: Cllr Dumbell's reported had been circulated to members (copy available from the Clerk): **Noted**
- b) Locking Parklands Stakeholders: Next meeting 28 April 2023 Agenda had been circulated and noted
- c) Locking Primary School: Next meeting 17 April 2023
- d) St Modwen: No report

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

- a) **23/P/0127/AOC Land off Anson Road** - Request to discharge condition numbers 5 (Travel plan), 13, (Illumination), 14, (Signage) and 16 (Mirco re-newable or low carbon technologies) on a-plication 19/P/2950/FUL.

NWS
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Members raised concerns regarding the Travel Plan submitted mainly pedestrian access and bus service to the new surgery on Locking Parklands. **AGREED** that the Clerk request a site meeting with the Planning Officer, along with the author of the Travel Plan and the Surgery Practice Manager. Cllr ap Rees, Cllr Hilder and The Clerk to attend any meeting.

Cllr Tremlett declared a pecuniary interest for planning application 23/P/0353/FUH and left the meeting

- b) **23/P/0353/FUH – 3 Adastral Road** – Proposed demolition of existing outbuilding and erection of a single storey/rear wrap around extension. **AGREED** to support this application

Cllr Tremlett returned to the meeting

403) Review of Documents – AGREED that the following documents be adopted with no amendments:

- a) Financial Regulations
- b) Finance Management Risk Assessment
- c) Standing Orders
- d) Code of Conduct

Suspended Standing Orders to allow District Cllr T Porter to give his report

404) District Cllrs report: Cllr Terry Porter updated the meeting with respect to the new Demand Responsive Bus Service, which had been subject to some teething problems but it was hoped that these would be resolved very quickly and that leaflets and posters would also become available to advertise the service to a wider audience.

Returned to Standing Orders

405) Demand Responsive Transport & Bus Improvement Plan (BSIP): Briefing via Teams 21-22 March 5.30pm -7pm. Update from the Chairman and Cllr Hilder.

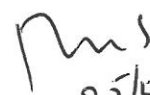
- a) Both Cllrs had found the briefing to be very informative, the initiative had been trialed in other areas and had been successful but this trial would be the biggest scheme so far.
- b) Presentation slides from the briefing had been previously circulated to members.
- c) Cllr Hilder had attempted to download the App on to his phone and tablet but had no luck with either and no way to provide feedback to Westlink.
Cllr Solomon said he would flag this to Westlink.
- d) The Chairman and Cllr Mason had been able to download the App on their devices with no issues, it was widely acknowledged that there may be teething problems with the new service
- e) Cllr Mason reported that he had used the new service and found it to be a good service, although he had encountered some teething problems which had been resolved very quickly by Westlink.
- f) It was also noted that this was a 2 year trial and could be pulled if it was not used.
- g) It was suggested again that the 51 service be rerouted to service Locking Village, Cllr Solomon said he would raise this again with the Transport Officer. The was requested that she write again to Carl Nicholson and Cllr Steve Hogg along with First Bus re bus service 51 and rerouting to Locking village to ensure a regular bus service is provided.

406) The Spinney – Update covered in Min Ref 397b

407) Locking Fete: Report had been previously circulated (Copy available from the Clerk) and noted by members

408) King Charles III Coronation:

- a) Suggestion from member of the public that the Parish Council consider placing a plaque to commemorate the Coronation at the Coronation Garden. The Clerk advised that the cost of a plaque would be £171.36 inc VAT this included:
Anodically Printed Aluminum 300mm x 200mm
King Charles III Emblem
Fixings included – screws with doomed caps
With the wording: "The Coronation of His Majesty King Charles III 6th May 2023 Locking Parish Council."


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AGREED to purchase the plaque as detailed above.

409) A371 Safety Audit and Flashing School Crossing Signs: To receive a response from North Somerset Council:

- a) Responses from North Somerset Council Officers had been received and stated the following:
"The Stage 1/2 audit was covered in the initial bid process and the design was formed around this. The stage 4 audit will be undertaken 12 months post construction"
"The A371 scheme has now been completed. North Somerset Council does not plan to undertake any further review or make any further modifications to the completed scheme.
I have arranged for the Stage 3 Road Safety Audit to be passed to you. An RSA4 would not normally be prepared until at least 12 months after a scheme has been completed so that the scheme has had a chance to 'bed in' and any accident data may be analysed.
The flashing school wig-wag lights were removed as the view was taken that they were no longer required due to the removal of the footbridge. There are no plans to reinstate these.
It is disappointing that this scheme does not appear to have lived up to the aspirations of the Parish Council. With the scheme having now been completed and the budget expended then please do consider making a request through the Parish request process for any new measures the Parish Council considers are desirable. This will result in your proposals being considered alongside North Somerset Council's other priorities and requests."
- b) Road Safety Audit – A371 Safer Road Scheme (Draft) dated 14 December 2022 had been received and previously circulated to members for comment.
- c) In response to the Officers comments above and the findings within the Road Safety Audit it was **AGREED** to submit the following questions to Jonathan Gall:
- 1) Is NSC going to action all of the recommendations contained within the Safety Audit? As it is noted in the above that the budget has been 'expended'.
 - 2) Bus stops/laybys (2.18): Is the answer to the bus access problem is to have shorter buses? To lengthen the bus layby to safely accommodate standard buses would be more feasible.
 - 3) Can we have details of the 17 collisions involving injury in the 5 years 2017-21 and where they occurred (1.6)
 - 4) Pedestrians should use the path and crossing point southeast of Laney's Drove (2.2) The footpath along Laney's Drove has a piece of footpath missing near to the junction of A371/Laney's Drove which should have been installed to join the footpath to the A371, also do they expected Oaktree Park Residents to walk to the Toucan Crossing and then double back to the bus stop while also avoiding traffic accessing/exiting Laney's Drove while they attempted to cross Laney's Drove to access a useable footpath.
 - 5) Speed Signs (2.1) Isn't the answer here to introduce pragmatic speed limits on a road with such good visibility, currently traffic is 'bunching up' because of a speed limit that is arguably too low for much of its length – is 50mph adequate?
 - 6) Speed Limit sign exiting Locking Village still states national speed limit entering onto the A371 this is very confusing for drivers and should be addressed.
 - 7) LPC strongly suggest that the flashing school lights be reinstated or a school warning sign be installed on the A371.
- d) The Pedestrian gate into Locking Parklands – This should be locked, Chairman requested to bring this up at Locking Parklands Stakeholders meeting on 28 April
- e) Flashing School Lights – to bring this to Locking Primary School at the meeting on 17 April.

410) Neighbourhood Plan (NHP):

- a) Cllr Tremlett advised Council of the work completed to date and acknowledged the work of other volunteers who had also contributed to the plan to date. He advised Council that at a meeting held in March with North Somerset Council that the plan had to be accepted/registered by North Somerset. The wording provided to Council was agreed alongside the accompanying map and the Clerk could then formally register the plan with North Somerset. Cllr Tremlett then added that due to recent planning matters, he would be asking the new Council to consider whether a dispensation was appropriate or would be required at the next meeting in May as he wanted to maintain his transparency between his role as a Parish Councillor and his profession working for an Architectural practice.
- b) To receive and approve a draft letter to North Somerset Council for the Application for the Designation of a Neighbourhood Area: **AGREED**

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411) Litter issues within WSM: Areas along the A371 towards the Airport roundabout along to the underpass was an eyesore with litter being strewn all along these areas. Although this was the responsibility of North Somerset Council it was acknowledged that the highway would need to be closed to litter pick and that members of the public are at fault for littering. The Clerk to contact the Co-op to see if they would place litter bins along this stretch with the possibility of the Parish Council arranging to empty and dispose of the litter

412) Street Names for former RAF Locking Site:

AGREED to put forward the following names for consideration:

- de St Leger
- Wapiti
- Bellman (Bellman Hangers – 4 at the west end of Russell Road)
- Navigator Way
- Gunnery Corner
- Rigger
- Vulcan
- Wellington
- Engineers

413) OBR Tender Process: Cllrs Ashdown, Prosser and Tremlett made up the Tender Panel.

To receive recommendation from the Tender Process Panel.

The Panel advised the following:

Re opening of tender documents for drainage works at OBR Car Park on 16 March 2023

The documents were put out for national tender on the basis of what was agreed previously by Council.

After the tender date had passed, at a meeting attended by Cllr Ashdown, Cllr Prosser, Cllr Tremlett and the Clerk, only 1 tender had been received.

The tender did not answer all questions raised under the tender document request but did state that works would be completed in accordance with the plans produced by Paul Southcott Drainage Engineering.

The tender was discussed at length as not all questions had been answered but the 3 Councillors in attendance came to the conclusion that the tender document was fit for purpose and appropriate.

It had been compiled by N Bartlett Ltd and we all in agreement that Mr Bartlett is a local and reputable contractor and that he has the necessary skills to complete the works in accordance with the plans.

On this basis, the tender is recommended for approval.

Unanimously **RESOLVED** that the Tender for drain works at Old Banwell Road Playing Field submitted by N Bartlett Ltd be accepted. Cost of works £ £19800.00 plus VAT. **AGREED**

Question raised regarding drainage chamber and whether it was a manually operated chamber – Cllr Tremlett confirmed that this was not the case.

414) Annual Parish Council Meeting – To accommodate Elections, Bank holidays and members A/L it was **AGREED** 25 May 2023 for the next Annual Meeting of Locking Parish Council


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

(Please note that the Council is unable to make any formal decisions under this item).

To receive the Clerk's report, note any correspondence received since the last meeting that is not an item on the Agenda and note items for the next Agenda.

a) Correspondence:

- 1) **Traffic calming Elm Tree Road Locking** – Email from a member of the public who suggested that the parish council recommend to North Somerset Council improvements to traffic warning signage along Elm Tree Road. In particular at 'pinch point' between number 36 and 40. **Agenda item for next meeting of full council.**
- 2) **The Environmental Dimension Partnership Ltd (EDP):** Requesting access to the attenuation pond and dew ponds on Old Banwell Road Playing Field to undertake an amphibian survey. The work would involve a visit to the pond during the daytime by two surveyors, who will collect small water samples from the ponds. The water samples will then be used to carry out environmental DNA analysis, which will determine the presence or likely absence of great crested newts.


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Permission granted the Clerk to write and advise.

3) **Correspondence received by the Chairman - Friday 31 March 2023 which was read out by the Chairman and noted by Members:**

Email from Member of the Public re planning application 22/P/2083/OUT Bury Farm along with a copy of his complaint to North Somerset Council regarding the Planning Dept and copies of emails or support from John Penrose MP

Briefly:

- The application was been approved on 17 March 2023
- Residents are questioning whether this approval had been reached in a transparent and democratic manner in alignment to NSC consultation processes that are set out with their Statement of Community Involvement.

b) Agenda Items: None

PART 2

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.

416) Matters pertaining to staff: This item is minuted in Part 2 of these minutes.

There being no further business the meeting Chairman closed the meeting at 9.05pm.

Signed (Chairman)..........Date.....25/5/2023.....

The next meeting of Locking Parish Council will be on 25 May 2023 7.30pm

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.