



Locking Parish Council

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

Minutes of the Annual Meeting of Locking Parish Council held on Thursday 25th May 2023

at 7.00 pm at Locking Parish Hall

Meeting opened: 7.00pm

Meeting closed: 9.06pm

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

Also, in attendance: The Clerk, District Cllr T Porter and 6 Members of the Public

MATTERS FOR DECISION

- 01) **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.
Cllr ap Rees proposed Cllr Jones, seconded by Cllr Hilder **RESOLVED** Cllr Jones be elected as Chairman
- 02) **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.
- 03) **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.
Cllr Ashdown proposed Cllr Tremlett, seconded by Cllr Schofield **RESOLVED** that Cllr Mike Tremlett be elected as Vice Chairman
- 04) **To receive Apologies for absence and to approve reasons where appropriate:** None
- 05) **To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations.**
Cllr Tremlett declared a Pecuniary Interest Min Ref 09a
Cllr Bearsby declared an interest in Min Ref 16
- 06) **Co-option: There are 6 ordinary vacancies on Locking Parish Council. The Parish Council is under a duty to fill these vacancies by co-option.**
Two written application(s) for the office of Parish Councillor had been received from Carl Prosser and Justine Carter.
Apologies had been received from Justine Carter as due to a family members funeral she was unable to attend the meeting.
RESOLVED that Carl Prosser and Justine Carter be elected to the office of member of Locking Parish Council. Cllr Prosser signed his Declaration of Office at the meeting. Cllr Carter to sign her Declaration of Office at the earliest opportunity.

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PUBLIC PARTICIPATION

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

- a) Locking resident: Request to discuss historic and the new outline planning applications:
22/P/2083/OUT
23/P/0820/OUT
A prepared statement from residents objecting to the new outline planning application was read out by the Chairman.
Appendix 1 attached.
- b) Unitary Cllr/Liaison:
The Spinney: Cllr Porter reported that the majority of funds for the works at the Spinney had been sourced and that he and Cllr Solomon continued to pursue the works to upgrade the footpath.
Bus Service: Cllr Porter advised that there had been changes to as to funding, namely capitol funding had been changed to include revenue funding.
A review of the Weston Network which is to include Locking will take place Sept 23.
NSC officers had offered to have a meeting with LPC to discuss the following:
Service 51
Service 126 (loss off)
Westlink.
The Clerk was requested to send an invitation to the officers for the next full council meeting.
- c) Police Report – **Noted.**

MATTERS FOR DECISION

08) Minutes:

- a) The Minutes of the Council meeting held on 6 April 2023 was agreed and signed by the Chairman.
RESOLVED: That the Minutes of the Council meeting held on 06/04/2023 (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.**
- b) The Minutes of the Council meeting held on 20 April 2023 was agreed and signed by the Chairman.
RESOLVED: That the Minutes of the Council meeting held on 20/04/2023 (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.**

A Pecuniary Interest Min Ref 09a was declared by Cllr Tremlett, he asked that the following be included in these minutes:

There is an Objection posted online for the planning application about The Bury which states:

"The agent used to submit this application appears to be a member of Locking Parish Council - is there a conflict of interest here?"

It is worth noting that the submitted "Register of Interests" form for this individual, on the Locking Parish Council Website, details that the individual has no interests to disclose (other than being married to the Clerk of the Parish).

No mention, or indication, is made that they are connected to the Agent, from whom this application is submitted. An agent who coincidentally is detailed on the North Somerset Planning site as a recommended agent and therefore would suggest should have been disclosed prior to this point by the said individual."

I feel the need to voice my response to this at full Council because this accusation is a blight on my professionalism.

As Council will know, I have always declared a Pecuniary Interest in matters pertaining to The Bury and other applications that I am involved in and left the meeting. Indeed, when The Bury was last discussed as an application, both myself and The Clerk were not in attendance at that meeting.

I am employed by an Architectural Practice and my work comes first. I do what I am asked to do and cannot 'Cherry pick' which jobs to work on or otherwise.

I am disappointed that someone has anonymously questioned my integrity and invite them or any member of Council to report me to the relevant authority as a breach of Code of Conduct.

Cllr Tremlett left the meeting

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

- a) **23/P/0820/OUT Bury Farm, The Bury Locking** – Outline application for the erection of 4no. dwellings with access from The Bury; the creation of an attenuation pond; erection of pumping station and diversion of existing Public Right of Way through site. All matters' except for means of access, reserved for subsequent approval. Unanimously **AGREED** to object to this application on the following:
- that the proposed development was outside the village settlement boundary,
 - it was very close to an AONB,
 - agricultural buildings being in existence on the proposed site,
 - there were also concerns over potential flooding with increased sewage being directed via the village
 - limited access to the proposed development via Locking Village and problematic access to the proposed development

It was also **AGREED** that the Clerk contact Cllr Porter and Cllr Solomon and request that they raise this with the planning officer and if the officer was minded to approve the application then members request that they call it to Committee.

Cllr Tremlett rejoined the meeting.


- b) **23/P/0763/FUH 29 Anson Road Locking** – Proposed demolition of existing small outbuilding and erection of a part single, part two-storey rear extension. **AGREED** to support this application
- c) **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 application 19/P/2950/FUL. Members were updated regarding the outcome of a meeting with the planning officer Raymond Chan, Casper Fons (168 Medical), Highways officer Andrea English, also in attendance Cllr ap Rees, Cllr Hilder and the Clerk: The travel plan was discussed at length with members concerns raised Mr Fons agreed to update the travel plan to reflect the current situation in Locking and members would discuss the travel plan amendments at the next full council meeting.

The Clerk advised that the amended travel plan had not been uploaded to the planning site and Raymond Chan had not received an amended copy either.

Members **AGREED** that their original objections still stand and the Clerk to raise concerns regarding car parking spaces at the site bearing in mind the size of the surgery and patient base. The Clerk to also raise this with Cllr Porter and Cllr Solomon.

10) Finances:

- a) To receive and approve monthly receipts and payments from 1st April 2023 to 30th April 2023 **AGREED** and signed by Cllr Bearsby
- b) Locking Fete: Update and approve expenditure 1st April 2023 to 24 May 2023 **AGREED** and signed by Cllr Bearsby
- c) To receive and note the Bank Reconciliation for March 2023 **AGREED** and signed by Cllr Bearsby
- d) To receive and agree any Grant applications: None received
- e) Annual Governance and Accountability Return 2021/2022 – Restate figures Box 4 and Box 6: **RESOLVED** to accepted the restated figures box 4 & Box 6
- f) Annual Governance and Accountability Return 2022/2023 Part 3, p3 – Annual Internal Audit Report 2022/2023 has been completed and the end of year report and financial risk assessment is presented to council for acceptance. **RESOLVED** to accept the Internal Auditors Report
- g) The Statement of Accounts for 2022/2023 financial year, prepared on a receipt and payments basis are presented to council for approval. **RESOLVED** to approve the Statement of Accounts for 2022/23
- h) To receive and sign Annual Accounts Section 1 2022/2023, 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.
- i) To receive and sign Annual Accounts Section 2 (Accounting statements 2022/23) **RESOLVED** that the Annual Governance Statement be approved and duly signed by the Chairman and Clerk/RFO.


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- j) To note the date for Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return – Accounts for the year ended 31 March 2023. **NOTED**

11) Chairman's Report: Noted

See Appendix 2 attached

12) Old Banwell Road Playing Field Car Park:

- a) Update regarding drainage work:
Cllr Tremlett reported that a decision was taken by Cllr Lacey, Cllr Bearsby and himself regarding the large excess mound of soil to be dispersed along the east & west boundary with Locking Primary School, this decision was made in good faith and requested that this decision be ratified by full Council. **AGREED**.
The Clerk advised that a complaint had been received via Planning regarding the dispersed soil along the western boundary with Locking Primary School which could affect existing tree roots. **AGREED** to make arrangements to have the bund pulled back and levelled.
- b) Agree to sign off work and pay invoice. **AGREED** that a site meeting be held on Tuesday 30 May at 5pm to inspect and ensure works had been completed as per the Tender document.
- c) To agree next phase of work (subject to funding)
AGREED that an "interim phase" be carried out to remove the remaining car park bunds, stone up and the existing soil be used as top soil for the swale, a cost had been obtained for these works of £3750.00 plus VAT from N Bartlett Ltd **AGREED** to accept the quotation.
It was also **AGREED** that the next major phase of works be discussed at the site meeting on 30th May (details above)

13) Bus Service Locking: Update from North Somerset Council and agree further action.

As Cllr Porter had reported previously (Min Ref 7b) it was **AGREED** that the Clerk issue an invitation for NSC Officers to attend the next full Council meeting.

14) Football Pitches: to consider and agree maintenance works on the football pitches over the summer Season. **AGREED** to accept the Groundman's recommendation of Hollow Tine Aeration for the main pitch and U14 pitch for the cost of £300 plus VAT for each pitch.

15) A371 Safety Audit and Flashing School Crossing Signs: To receive a response from North Somerset Council. This was noted by Members and **AGREED** that Cllr Porter and Cllr Solomon look into this matter further and to also request that Mr Gall update the Parish Council on any agreed works from the Safety Audit Report.

16) Locking Primary School Consultation Documents: Moderate Learning Difficulty with Developmental Delay Resource Hub at Locking Primary School. Although the closing date for consultation had closed members **AGREED** to support the proposal but to raise concerns regarding drainage of any building installed on the site and also parking for additional staff and visitors.

17) North Somerset Council: Invitation to attend Town & Parish Planning Workshop - 29th June via Teams. Any member interested in taking part to contact the Clerk

18) The Triangle: Works relating to Re Min Ref 381

- a) To agree to contact 1st Locking & Hutton Scouts and arrange a site visit.
Members **AGREED** that the Clerk contact the Scout Leader and arrange a site visit. It was also **AGREED** that the Clerk contact the Scout Leader and discuss amendments to the Triangle Agreement which is to include the clause:
That Scouts request permission for any future works or additions to the site and that when either party terminates the Agreement the Scouts make good the land.
- b) Re soil delivered to the site: To consider requesting a soil sample. This was discussed at length and it was **AGREED** not to request a soil sample. (6 For, 4 Against)
- c) To consider a request from 1st Locking & Hutton Scouts to put bark chippings down from the gap in the car park up to the grass edge for safety and reduce mud also to put some logs out as benches around the camp fire. All works will be completed safely and in keeping with the natural environment. **AGREED**

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19) To agree regular standing order and direct debit payments made from Unity Trust Bank Account and Lloyds Bank Multipay Card Account - **AGREED**

20) To agree signatories for Unity Trust Bank and Nationwide Building Society

- a) **AGREED** that Cllr Bearsby, Cllr Jones, Cllr Ashdown, Cllr Lacey, Cllr Schofield, Cllr Hilder and Cllr Clark be signatories for Unity Trust Bank.
- b) **AGREED** that Executive Committee be signatories for Nationwide Building Society with the exception of Vice Chairman Cllr Tremlett who as husband to the Clerk felt it was not appropriate for him to be a signatory for any Parish Council bank accounts.

21) **Renewal of the Parish Councils Insurance Policy with Gallagher: Policy: AJG Community Scheme. Insurer: Hiscox Insurance Company Ltd**

- a) To agree the premium of £3769.53 **AGREED**
- b) To agree to enter into a 3 year binding Long Term Agreement with Hiscox Insurance Company Ltd at an LTA premium of £3769.53. **AGREED**

22) **Parish Council's Committees and Working Groups** – to consider and approve nominations for membership to the following:

- Assets & Amenities Committee **AGREED** all Councillors are members of this Committee
- Finance & Human Resources Committee **AGREED** that all Councillors with the exception of Cllr Hilder who opted out, are members of this Committee
- Executive Committee **AGREED** that Chairman of Committee's, Chairman of Full Council and Vice Chairman of Full Council sit on Executive Committee
- Skatepark Working Group: Cllr's Tremlett, Prosser and Clark put themselves forward **AGREED**
- Neighbourhood Plan Working Group: Cllrs Jones, Clark and ap Rees put themselves forward: **AGREED**

23) **Schedule of Meetings for 23/24**

- a) To receive and agrees a recommendation from the Assets & Amenities committee (Min Ref: A186) that meetings of this Committee be held bi-monthly subject to the Clerk reviewing the agenda items and if necessary, an additional meeting could be called. **AGREED**
- b) To agree Schedule of Meetings for 23/24 **AGREED** with the following amendments:
There to be no Full Council meeting in June, next meeting will be Thursday 6th July
That the Assets & Amenities Committee and Finance & Human Resources Committee meeting both be held on 15 June one immediately after the other.

24) **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) The Clerk advised that the free plants from North Somerset Council were due to be collected on Tuesday 30 May, there would be 800 plants in total to be planted in the 34 planters, Coronation Garden and flower bed at the corner of the Park. Members were asked if they would Volunteer who help out with the planting.
- b) **Agenda Items:**
Internal Auditor appointment
Skatepark Working Group to be placed on Assets & Amenities next meeting.

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.

25) **Appointment of Administrative Assistant: RESOLVED** that Mrs Louise Birtles be appointed.

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There being no further business the meeting Chairman closed the meeting at 9.06pm.

Signed (Chairman)..........Date 6/7/2023.....

The next meeting of Locking Parish Council will be on 6 July 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.