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Locking Parish Council

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

Minutes of the Meeting of Locking Parish Council held on Thursday 7 September 2023 at 7.30pm at Locking Parish Hall

Meeting opened: 7.30pm

Meeting closed: 8.57pm

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

Also, in attendance: The Clerk, Admin Assistant

MATTERS FOR DECISION

45) To receive Apologies for absence and to approve reasons where appropriate:

Cllr Hilder – Approved

Cllr Prosser – Approved

District Cllrs Porter & Solomon and Mr C Dumbell – CPRE Rep

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

To consider any written applications for dispensations:

- a) A written request for Dispensation had been received from Cllr Mike Tremlett in relation to his employment with an Architecture Practice based in Weston-super-Mare. Cllr Tremlett requested to continue to lead the working group for Locking Neighbourhood Plan. To speak and vote at all meetings of the Council and its Committees where Locking Neighbourhood Plan is discussed for the period equal to the time he serves as a Parish Councillor or 4 years whichever is longer.

PUBLIC PARTICIPATION

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

- a) Resident from Locking: Highlighted issues regarding inconsiderate parking at Laneys Drove particularly leading up to Oaktree Park and West End Farm. Emergency Services and Recycling teams along with visitors attempting to access West End Farm Caravan Park with their caravans are struggling with access. It was noted that this was having an impact on local businesses as well as residents. The Chairman thanked the member of the public and advised that this was an agenda item for discussion later within the meeting.
- b) Unitary Cllr/Liaison:
The Spinney: Cllr Porter advised that he and Cllr Solomon would be monitoring the progress of the proposed works at The Spinney.
- c) Police Report – **Noted.** PCSO Hemmett enquired as to whether the Parish Council had a space for evening appoints that he could utilise during the winter months. To be discussed at the next Assets & Amenities Committee.
- d) CPRE Report from Mr Dumbell:
CPRE North Somerset committee hasn't met since the last LPC meeting; we're trying to arrange one at the moment.
NSC always allocate 1 Councillor to us as contact person.....and the new Council have just nominated Joe Tristram, one of the Green Councillors for Banwell. Assuming he is able to make the majority of meetings, this should be a very helpful contact - he has already got involved in the lack of community facilities provided to date on Mead Fields.

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MATTERS FOR DECISION

48) Minutes:

- a) The Minutes of the Council meeting held on 6 July 2023 was agreed and signed by the Chairman.
RESOLVED: That the Minutes of the Annual Council meeting held on 06/07/2023 (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 7 August 2023 was agreed and signed by the Chairman.
RESOLVED: That the Minutes of the Annual Council meeting held on 07/08/2023 (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.**

49) Finances:

- a) To receive and approve monthly receipts and payments from 1st July 2023 to 31st July 2023
AGREED and signed by Cllr Lacey
- b) To receive and approve monthly receipts and payments from 1st August 2023 to 31st August 2023
AGREED and signed by Cllr Lacey
- c) Community Support: to receive and approve expenditure 1 April 2023 to 31 August 2023
AGREED and signed by Cllr Lacey
- d) The Green: Coronation Plaque & Picnic Table: to receive and approve expenditure 1 April 2023 to 31 August 2023
AGREED and signed by Cllr Lacey
- e) To receive and note the Bank Reconciliation for June 2023
AGREED and signed by Cllr Lacey
- f) To receive and note the Bank Reconciliation for July 2023
AGREED and signed by Cllr Lacey
- g) To receive and agree any Grant applications:
Grant application for 3rd Locking Rainbows Group £271.50 purchase of district necker's and badge book for each child. **AGREED**

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

- a) **23/P/1802/FUH 15 Beechwood Avenue Locking** – Proposed erection of a single storey rear extension and associated external works & alteration to facilitate the conversion of the bungalow to enable occupation by assisted living residents. **AGREED** to support this application.
- b) **23/P/1812/AOC Land at Locking Parklands** – It was noted that the description had changed to discharge of Condition 21 Travel Plan only. It was also noted that the applicant's application form had not been updated or included the discharge of the Travel Plan.
Therefore, members **AGREED** they could not support this application on the following grounds:
In relation to the 2 x travel plans submitted, each refer to the excellent route to the new school but again, they fail to recognise that pupils travelling to the school from Locking Village have 3 x routes to get the A370 crossing as follows:
 - Elm Tree Road – a road with no footpath
 - Old Banwell Road – a road with no footpath
 - The Spinney – a poorly maintained and unlit oppressive Public Right of Way that is understood to be the responsibility of North Somerset Council.
 - Until the Spinney has been brought up to standard and made a safe route for pupils from Locking Village, the travel plan does not provide a safe route of travel for all pupils and is not fit for purpose. The Spinney must be upgraded as promised by North Somerset Council before the travel plan is accepted.
 - Additionally, Condition 21 requires the travel plan to be approved and no part of the development shall be occupied prior to this as well as:
 - A green Level STARS accreditation has been completed to the satisfaction of the Local Planning Authority.

- There was no reference to the green level STARS accreditation being provided.
- The travel plans also refer to the school opening in October 2023; therefore, Locking Parish Council seek an assurance from the North Somerset that the travel plan will not be approved until the Spinney has been updated as promised by North Somerset Council.

(21/P/3109/FUL), there were a number of conditions stipulated where the building could not be used until the said conditions were discharged to the satisfaction of North Somerset Council. From a review of all conditions discharged, it appears that the following conditions remain outstanding and need to be discharged:

Condition 4 – No building hereby permitted shall be occupied until the details of the implementation, maintenance and management of the surface water drainage scheme have been submitted to and approved, in writing, by the local planning authority.

All planning applications are approved with conditions for a reason and no scheme should be allowed to progress until all conditions are properly and formally discharged.

The outstanding conditions need to be formally discharged before the school is occupied.

Locking Parish Council support this educational facility and wish to see it open as soon as possible but only once all outstanding issues have been resolved and signed off to the satisfaction of both the Local Authority and the Parish Council.

AGREED that the Clerk write to the Planning Officer with the above submission and also engage with Cllrs Terry Porter and Mike Solomon to support Parish Council in these matters.

51) Chairman's Report: Noted

Councillors, welcome back from our August break, I hope you have had a pleasant break from Council business.

What have been doing during the break, like you I attended the Extraordinary Council meeting held on Monday 7 August 2023. I have also with Councillors Bearsby, Lacey and Tremlett recently met with our OBR Carpark contractor, further details will be provided later in this meeting.

My wife and I attended Reverend Anne Wilkin's Farewell Lunch, which was held in the Church Hall, Locking. It was pleasing to see so many people who obviously will miss her when she and her family move from Locking.

I, with other Councillors also attended our "Warm Spaces and Tea and Tech' initiatives. Once again thank you to all those who make our initiatives a success as they are definitely a benefit to our community.

You may be aware, but our representations to North Somerset Council helped in restoring a bus service to Locking Village because from last Monday 4 September the 125 'First Bus' service now provides Locking Village residents with transportation to Weston-super-Mare and Wrington.

The number 7 service has also been extended and now connects Locking Parklands, Locking Flowerdown with Heywood Village, Weston General Hospital, Weston-super-Mare and through to Worle.

52) Old Banwell Road Playing Field Car Park:

- a) Update from the Project Management Committee: Several positive meetings had been held with the Contractor and confirmation of minor variations of works, start date needed to be agreed before the final schedule of works could be added to the contract.
- b) Members **AGREED** to delegate to the Project Management Committee decisions regarding any minor variations to complete the contract and to liaise with the Clerk once these items had been agreed. It was also **RESOLVED** that the Clerk be given authority (in consultation with the Project Management Committee) to prepare and make the required amendments to the Contract, produce a Letter of Warranty and sign off the Contract on behalf of the Parish Council.

53) Appointment of Internal Auditor Quotations: To receive recommendation from the Tender Panel: Cllr Jones, Cllr Bearsby & Cllr Ashdown and approve.

Of the five Internal Auditors approached for quotations only two had responded.

The Panel recommended that the contract be awarded to Bridget Bowen FCA for the annual fee of £720 plus VAT. **AGREED** to accept the above recommendation and the contract be awarded to Bridget Bowen FCA.

54) Skatepark Tender: To receive recommendations from the Skatepark Working Group and approve.

Notes from the Skatepark Group had been previously circulated to members. Cllr Tremlett briefly went through the notes, it was noted that members of the Panel were Z Stevens, B Stevens, E Burnell, S Hamlin along with Cllrs Tremlett, Clark, Carter.

As per minute Ref: A09 three companies had been invited to tender. Only two tenders had been received these being Maverick and Canvas. The entire Panel had read both tenders that had been received in full and then discussed the merits of each tender including positives and negatives.

On the basis of the tenders received and the information discussed, it was unanimously agreed that the Panel recommend that Maverick be invited to take this project forward.

It was **AGREED** that the Council accept the tender panel's recommendation that Maverick be award the tender for the skatepark as per their submission and the cost of £285,000 plus £15,000 contingency sum – valid for 12 months (full details available from the Clerk on request)

Furthermore, it was also **AGREED** that:

- The skate park design team meet with Maverick to finalise the design. As well as that, a timeline can also be discussed with Maverick for the process up to and including completion – this can then be shared with full Council as an update once known.
- The final design is approved by full council
- Once the final design is approved, the planning application is submitted by Maverick – paid for by funds raised by the skate park group.
- Consultation is then open to the public by virtue of the planning application but the skate park group also promote this and provide details of this for parishioners to comment (maybe published in Looking at Locking and kept on boards in the Village Hall with a public meeting?)
- Once planning is submitted and during the planning process, the skate park group work immediately with Maverick to start the funding process – preparation of documentation etc. in readiness for planning being granted.
- As soon as planning is granted, funding is sought.
- As soon as funding is obtained, discussions occur with Parish Council for installation.

55) The Spinney: To receive update from Niaomi Addicott North Somerset Council:

- Thorough design is being prepared & costed
- Surveys are being prepared
- Tree works have been commissioned and works lined up to begin ahead of actual works
- Its likely the path will need to be closed for the duration of the works (Exact duration TBC)
- Will keep the Parish Council in the loop as comms will be needed

56) Improvement to traffic warning signage along Elm Tree Road Locking: To receive correspondence from North Somerset Council and to consider any actions:

Mr Bailey, Principal Engineer NSC:

NSC do have a minor works process where they can implement minor works such as some signs and lining, and he suggested that NSC could potentially install a Road Narrows and Pedestrians in the road signs along with a Slow Marking on each approach approximately in the vicinity of 48 and Gatehouse.

Unfortunately, they do have a back log for this work so it may take a little while to get to this proposal, and would LPC like to be added to the list.

The works are likely to cost up to about £1000 and he asked if the LPC would be willing to contribute towards these costs.

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Members discussed the above and the request for a contribution towards the cost, and decided that they would not consider a contribution towards the cost.

AGREED that the Clerk request the works to be added to the list.

The Clerk to remind Mr Bailey that there was still outstanding traffic concerns regarding the blind bend at 73-75 Elm Tree Road that needed to be addressed.

- 57) North Somerset Council SNN4674 Street Names:** Cllr ap Rees would furnish names to the Clerk ASAP **AGREED** that along with the names submitted by Cllr ap Rees the Clerk also submit the following on behalf of members of the public and Flowerdown Park:

Halifax, Vampire, Swift, Victor, Fallowfield Road, Hawthorne, Rosehip, Blackthorn and Pill Lane.

58) Community Living Room/Hub:

Community Living Room is now more of a "Hub", with the book exchange, teas & tech sessions, still serving teas/coffees etc., and members of the public attending to socialise and use the parish pantry, along with monthly drop ins with the local policing team, Royal British Legion.

The clerk advised she had talks with the Citizens Advice Bureau to hold a monthly drop in for residents, the request was viewed positively and the Parish council would be asked to make a donation etc.

AGREED to ask the CAB to complete a grant application form in the first instance and that the grant awarded would be up to £250.

- 59) Parking Issues at Laney's Drove:** Concerns from raised by residents and management from Oaktree Park.

Some of the issues are caused by Oaktree Park residents parking on the highway as there is not enough parking spaces on the site, also dog walkers and employee parking from the local businesses.

AGREED that the Clerk contact NSC and District Cllrs Terry and Solomon to discuss these issues and contact the Management at Oaktree Park to discuss their current parking restrictions for residents.

- 60) Weston Town Council:** permission for The Mayor of Weston-super-Mare Cllr Ciaran Cronnelly to wear the chains of office in Locking Parish on 19th September 2023 to open a doctor's surgery. Discussion ensued with regards to LPC not receiving an invite to the opening or that the Chairman had not been approached to open the surgery, therefore it was with regret that Locking Parish Council **AGREED** to refuse the Mayor of Weston-super-Mare to wear the Chain of Office.

Clerk to contact 168 Medical/Pier Health to request an invitation for the Chairman to be invited to attend the opening and to open the building.

- 61) Looking @ Locking:** Request from John Hodge Solicitors to advertise in newsletter.

AGREED to defer to next full council meeting in October

- 62) Banwell bypass Team:** Request to present update at the next Full Council Meeting.

AGREED to invite to next meeting in October

- 63) North Somerset Council Town & Parish Forums 12 & 13 September** – invitation to attend.

NOTED Cllr Clark will try and attend.

- 64) Notice of Avon Local Councils Association AGM 7th October 2023.** **NOTED**

- 65) Confirmation of Surgery Lease end date and to discuss options for future use.**

AGREED to discuss at Assets & Amenities Committee meeting on 15 Sept

- 66) North Somerset Council Corporate Plan & Budget Engagement:** Survey ends 16 October 23.

AGREED that the Clerk complete the survey

- 67) 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 there had been a number of concerns raised by the football team regarding the grass cuttings on the pitches. The Clerk had spoken to the Groundsman and had received a

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price for the removal of the cuttings which had come to £250 per pitch. she had advised the football team of this additional cost. The Clerk reiterated that the budget for this financial year had not taken into account grass cutting removal therefore, there was no money available for this extra charge. Item for the Assets & Amenities Committee next meeting.

b) Agenda Items:

Looking at Locking

Pitches/grass cuttings - Assets & Amenities Committee.

There being no further business the meeting Chairman closed the meeting at 8.57pm.

Signed (Chairman) W. Ashdown Date 5/10/23

The next meeting of Locking Parish Council will be on 5 October 2023 7.00pm

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.