



Locking Parish Council

01934 820786

clerk@lockingparishcouncil.co.uk

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

Minutes of the Meeting of Locking Parish Council held on Thursday 5 October 2023 at 7.00pm at Locking Parish Hall

Meeting opened: 7.00pm

Meeting closed: 8.24pm

Present: Councillors: W Ashdown, P Lacey, L Clark, W Bearsby, C Prosser, I Hilder

Also, in attendance: Mrs L Birtles recording the Minutes, one member of the public.

MATTERS FOR DECISION

**68) In the absence of the Chairman and Vice Chairman to vote in a Chairman for this meeting only.
RESOLVED that Cllr Ashdown would chair this meeting.**

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

Cllr P Jones: Approved
Cllr M Tremlett: Approved
Cllr J Carter: Approved
Cllr E ap Rees: Approved
Cllr P Schofield: Approved
Mrs D Tremlett (Clerk)
Mr C Dumbell CPRE Rep


**70) To receive Declarations of Interest by PCllrs and to consider any written applications
for dispensations: None received**

PUBLIC PARTICIPATION

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

a) Banwell Bypass Scheme update from North Somerset Council:

- Planning application was submitted in July 22 and granted March 23
- Unprecedented inflationary pressures caused a £23.9m funding challenge which was resolved earlier this year – NSC have contributed £11.9m towards the scheme and Homes England have granted a further £12m.
- July 23 we held our CPO public inquiry (for the land needed for the scheme) this ran for 3 weeks, we await the determination from the Secretary of State in December 23
- Next steps – finalising contract terms with Alun Griffiths Ltd, will be bringing a paper to Full Council 14th November which seeks approval to progress
- Beginning the detailed design on certain elements of the scheme, we have 33 planning conditions to discharge and we are looking to phase the discharge with much of the early detailed design focused around environmental mitigation and landscaping
- **Key changes for Locking** – Banwell Road, modelling shows that by 2039 the junction will be at capacity so we will need to upgrade (traffic lights), the detailed design for this will be looked at early next year and we'd like to come back and engage with the PC if there is interest
- WE are also creating a continuous active travel route between the bypass and the Safer Road Scheme that was delivered along the A371 last year, this will allow a continuous route for pedestrians/cyclists to travel from Locking to Banwell safely and to further connections such as the Strawberry Line

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- In the meantime, if residents of Locking or the PC have any questions or comments about the design please direct this to Banwell.bypass@n-somerset.gov.uk
 - b) Ward Councillor's Report: No report received
 - c) Community Policing Team Report: Reported Noted (copy available on request)
 - d) CPRE: Mr Dumbell advised that there was nothing to directly affect Locking. However, we are expecting some news from NSC about the new Local Plan within the next 4 weeks.

MATTERS FOR DECISION

72) Minutes:

- a) The Minutes of the Council meeting held on 7 September 2023 was agreed and signed by the Chairman.

RESOLVED: That the Minutes of the Council meeting held on 07/09/2023 (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.**

73) Finances:

- a) To receive and approve monthly receipts and payments from 1st September 2023 to 30th September 2023
AGREED and signed by Cllr Prosser
- b) To receive and note the Bank Reconciliation for August 2023
AGREED and signed by Cllr Prosser
- c) To receive and agree any Grant applications: None received
- d) To receive and note the Notice of Conclusion along with the certified Annual Governance Accounts Return for March 2023 (sections 1, 2 and 3):

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

- a) **23/P/1936/FUL 93 Elm Tree Road Locking** – Sub-division of existing dwellinghouse into 2no. separate residential units. **AGREED** to support this application
- b) **23/P/1973/AOC Land to the west of M5 and east of Trenchard Road Locking** – Request to discharge condition number 2 (Approval of Reserved Matters) on application 18/P/3038/OUT.
NOTED
- c) **23/P/1812/AOC Land at Locking Parklands** – application to discharge conditions of approved scheme of 21/P/1596/FUL – Winterstoke 100 academy. Amended Application, Highways Report and response from the Planning Officer regarding the Parish Council's objections and concerns and his decision to approve the discharge of condition 21 Travel Plan. **AGREED** that the Clerk write to the planning officer reiterating their strong objections to the discharge of this condition namely:
 - Safety issues for pedestrians
 - Duty to protect our children
 - To highlight again that there are no pavements at Old Banwell Road or Elm Tree Road and that this is an accident waiting to happen
 - NSC have a duty of care

Standing Orders Suspended to allow a member of the public to speak:

The member of the public complained about the parking conditions around Manor Gardens and the Public House, the double yellow lines that had been installed are good but not enough. Members advised her to make a formal complaint through the Clerk and request that it be included as an agenda item for the next meeting.

Standing Orders Resumed.

75) Chairman's Report: Noted (Appendix 1)

76) **Old Banwell Road Playing Field Car Park:**

- a) Update from the Project Management Committee: **Noted (Appendix 2)**

Cllr Lacey read out the report, members present were very pleased with the outcome of the project and looked forward to a time when the Council were in a position to complete the rest of the works.

An area to note is there may be a potential drainage issue with water pooling in the car park where the new drainage meets the old however, Council won't know until there has been a significant amount of rain.

Item for next Full council Meeting: To look for and instruct a contractor to paint lines onto the car park.

- b) Subject to the above report and Project Management Committee being satisfied - To agree to sign off work and pay invoice. The Contractor had submitted his invoice for the works, saving had been made and the works had been completed under budget – the cost being £71,160.00 inc VAT. **RESOLVED** to pay.

77) **Improvement to traffic warning signage along Elm Tree Road Locking:** Update from Clerk had been circulated which explained where Locking was with regards to the 20mph scheme and also responses from Cllr M Solomon and NSC Officer Mr Bailey with regards to designing a build out scheme. Members were not content with how things are progressing and would like to push ahead with the 20mph speed limit and ideally a footpath. **AGREED** that the Clerk write to District Cllr M Solomon and ask him what we need to do to progress onto the green list, we need accountability

78) **Community Living Room/Hub:** It was noted that the CAB would not be opening a hub at the Parish Hall as previously hoped as the donation offered by the Parish Council was not sufficient to pay expenses for a staff member to attend. CAB had suggested other remote ways that the public could get in touch. The members were happy for the Clerk to pursue and update.

79) **Parking Issues at Laney's Drove (Min Ref 59):**

The Clerk had written to Cllr Porter and Cllr Solomon as well as Mr Bailey NSC Officer regarding the complaints raised by members of the public at the meeting on 7 September.

Cllr Solomon had responded that unfortunately it was the residents of the park homes causing the traffic issues because there is not enough provision for parking on site.

He advised that he, along with Cllr Porter would speak to the Oaktree Park Management team again to see how this issue can be resolved.

Mr Bailey had put forward various suggestions for consideration:

- The PC engage with the land owner / park owner to try to address this issue.
- It would also be helpful to understand the volume of this residential parking as opposed to non residential to understand the size of the problem.
- NSC have not received any concerns from either the emergency services or the waste team, we communicate regularly with all of them to try to understand where they have problems and then address them.
- The PC to apply with the Highways Improvement form to create parking areas at the side of the road to formulate the parking demand within the extent of the Public Highway, alternatively the PC could try talking to the private land owners, the area south of the substation, to see if there is potential for parking. The western side of the road south of the substation seems to have a wide enough verge to allow vehicles to park, perhaps this could be utilised.
- Installing yellow line restrictions on roads without kerbs are not advisable as they tend to get worn away or covered in detritus.
- He suggested that the PC look into the above suggestions and also obtain some photos of vehicles parking in such a way to cause an obstruction and perhaps they can develop some proposals moving forward.

Members **AGREED** the following:

The Clerk to contact Cllr Porter and Cllr Solomon to ask them to keep trying to improve the situation at Oaktree Park.

Possibility for Oaktree Park to be more involved with the situation and give residents parking permits to easily identify residents' cars.

Could the PSCO get involved and check car regs, survey of cars parked there.

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It was noted that there had been no reports from emergency services or waste teams of not being able to get through.

- 80) Public Space Protection Orders – Dog Control.** Consultation results for localised orders for Locking (Previously circulated copy available from the Clerk):
Renewal of the “no dogs order at the Village Park
Renewal of the “dogs on leads” order at Locking Allotments
To receive the results from the consultation and decide as to whether the Parish Council wish to continue with the orders as detailed above.
Members noted the results and **RESOLVED** to keep the status quo, Clerk to advise North Somerset Council

81) Looking @ Locking: The following was discussed:

- a) Min Ref 61: Request from John Hodge Solicitors to advertise in newsletter. The Clerk to contact with proposed costings.
- b) Consider allowing adverts in Looking @ Locking: **AGREED** to allow adverts: 12 month one off payment for an advert local business only on 1st come 1st served basis. Council suggested 4 adverts over 2 pages. Use money raised from adverts to fund newsletter, better value for parishioners.
- c) Subject to the above consider charges for potential adverts: Members suggested the following charges:
Half page advert for 1 year: £360 black/white or £400 colour
Full page advert for 1 year: £600 black/white or £660 colour
Members were open to discussion on costings.

82) Correspondence & Items for next Agenda:

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

Note any correspondence received since the last meeting that is not an item on the Agenda and note items for the next Agenda.

- a) Complaint regarding the lowering of the height restrictor gate at Old Banwell Road Playing Field from 2.1m to 1.9m. The Clerk had responded to this complaint with an explanation as to why there was a change to the height restrictor as it was to accommodate the design of the drainage system recently installed. Members noted the complaint but as only one complaint had been received to wait to see if there were others before looking into what adjustments could be made.
- b) CPRE Invitation to attend AGM – Noted. Mr Dumbell would be attending and will update Council.
- c) NSC invite to attend Bus Service Improvement Plan update via Zoom: Noted
- d) NSC Planning 23/P/1802/FUH Amended Details:
- e) Polling Review Representation 02/10/23 – 27/10/23 The Clerk to respond to anything needing a response.
- f) Report of ASB – inconsiderate parking on Elm Tree Road. PCSO is already aware and investigating.

Agenda Items:

Looking at Locking

OBR Car Park: To look for and instruct a contractor to paint lines onto the car park.

There being no further business the meeting Chairman closed the meeting at 8.24pm.

Signed (Chairman).....  Date 2/11/23

The next meeting of Locking Parish Council will be on 2nd November 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.

Appendix 1

Chairman's Report – 5 October 2023

Tonight's report is very brief. I am sorry that I am unable to attend tonight's meeting as I would have liked to be present as there are important decisions to be made by Councillors.

During the latter part of September, I with other Councillors of the OBR Working Group regularly attended the OBR Car Park to meet with our contractor Mr Nick Bartlett. I am sure my colleagues will agree that we were all impressed with the manner in which our contracted works were conducted at the car park. I would suggest that all Councillors take a look at what has been produced as I am sure when you view it you will be amazed.

Paul Jones

Chairman

Locking Parish Council

12/11/23



The Tender document specified the below and should be contained within the schedule of works:

Site Works

Confirmation of work hours, storage of materials, access, location of skips, final Programme of Works and Risk Assessment Methods Statements (RAMS) will need to be finalised and agreed with the Parish Council before works commence.

During the works, the supplier should provide a secure work compound for the build, this compound should ensure public cannot gain access to the work site, we suggest the supplier erect suitable fencing and safety notices around the construction site.

The supplier must take all reasonable action to ensure that newly installed surfaces and lighting are not used until practical completion is confirmed.

Any machinery left on site overnight must, where possible, be immobilised.

The supplier will be held responsible for a) any damage caused to machinery/materials left on site by the supplier; b) any damage caused by machinery/materials left on site by the supplier; c) any vandalism caused to machinery/materials left on site by the supplier. The supplier will be held responsible for and must make good any damage caused to existing buildings, roads, paths, grassed areas, car parks, fences, drains, sewers, service mains, landscaping etc. and for completion of the project, any area that has been damaged during the installation must be made good and returned to new or as a minimum returned to the original condition at the supplier's expense.

On completion of the works all equipment, including porta-loos will be removed from site in a timely manner and the Council notified of the completion/removal date in advance.

Waste

All waste shall be stored safely while on site and removed from site by the contractor.

Inspection

All works and installations shall be inspected upon completion. This shall be arranged by and at the expense of the contractor.



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							Ongoing (O)		
1	Agree start date	Working group		15 th September	n/a		Yes	Clerk to agree as per minute 44b and subject to agreement from full Council and signed contract	
2	Do several trial holes to check depth of current stone	NB	N/A	done	Checked by working group and NB and different thicknesses of stone noted		YES		Plan provided by NB advising where stone is short and requires excavation to provide 250mm of stone. Verbal price of £1500 plus VAT given by to working group on 4 th September and includes removal of excess soil to attenuation pond in corner of field. Price to be confirmed by NB. Matter now superceded. Extra works not now required. NB requires access to changing rooms for WC facilities
3	Set up on site (signage/safety fencing etc.)	NB	0.5 days	15 th September (earliest)	When done by NB. Photographic evidence to be provided by NB and checked sporadically by working group		YES	None	
4	Lay and compact type 1 on phase 1 (as per project	NB					YES		NB to provide evidence of delivery 800 tonnes of stone

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2/11/23

Notes following site meeting held with contractor (Nick Bartlett) and working group consisting Paul Jones, Peter Lacey, Ian Hilder and Mike Tremlett at 5pm on Monday 2nd October 2023

A site meeting was held as above following the completion of the drainage works, stoning up and tarmacking of the car park.

The working group inspected the works and came to the conclusion that the works has been completed to a very good standard and in accordance with the tender document. It was also confirmed that variations agreed prior to works commencing on site and matters discussed/agreed during the works were also completed to a very good standard and the entire finished product was to the satisfaction of the working group.

The restrictor gate height to finished tarmac level had reduced to between 1.9m and 2.0m. New 'max height numbers' were provided on the gate alongside 'care' notes about the reduced height showing a reduced maximum height of 1.9m.

The working group discussed all matters with the contractor and came to the following recommendations:

- The car park was fit for purpose and could be re-opened on 3rd October
- The additional of the 2 x additional gullies provided as a minor variation before works commenced had future proofed the car park for the next phases (as and when they occur)
- There had been a complaint about the reduced restrictor height. Agreed that no immediate reaction would be made to this any other issues raised.
- All works would need time to settle/bed in and unless there were any obvious issues or urgent repairs, the car park should be left until school broke up for the Xmas break and the status could then be reviewed and next steps considered.
- Suggested that where school staff/ELAN staff use the car park, they are asked to park on the 'stoned area' each day so that parents dropping off would have priority in parking on the tarmacked area.
- All matters on the table below had been completed except for the removal of heras fencing (point 8). The heras fencing was safely and securely stored on site and the contractor planned to remove it from site on 3rd October
- Subject to the contractors final bill coming in on or below budget, the working group was recommend to full Council that the contractors bill should be agreed to be paid

The meeting closed at 6.00pm

Order	Process	Who?	Time duration	When	Checks by and evidence required?	Complete – Yes (Y), No (N) or	Dependencies?	Comments
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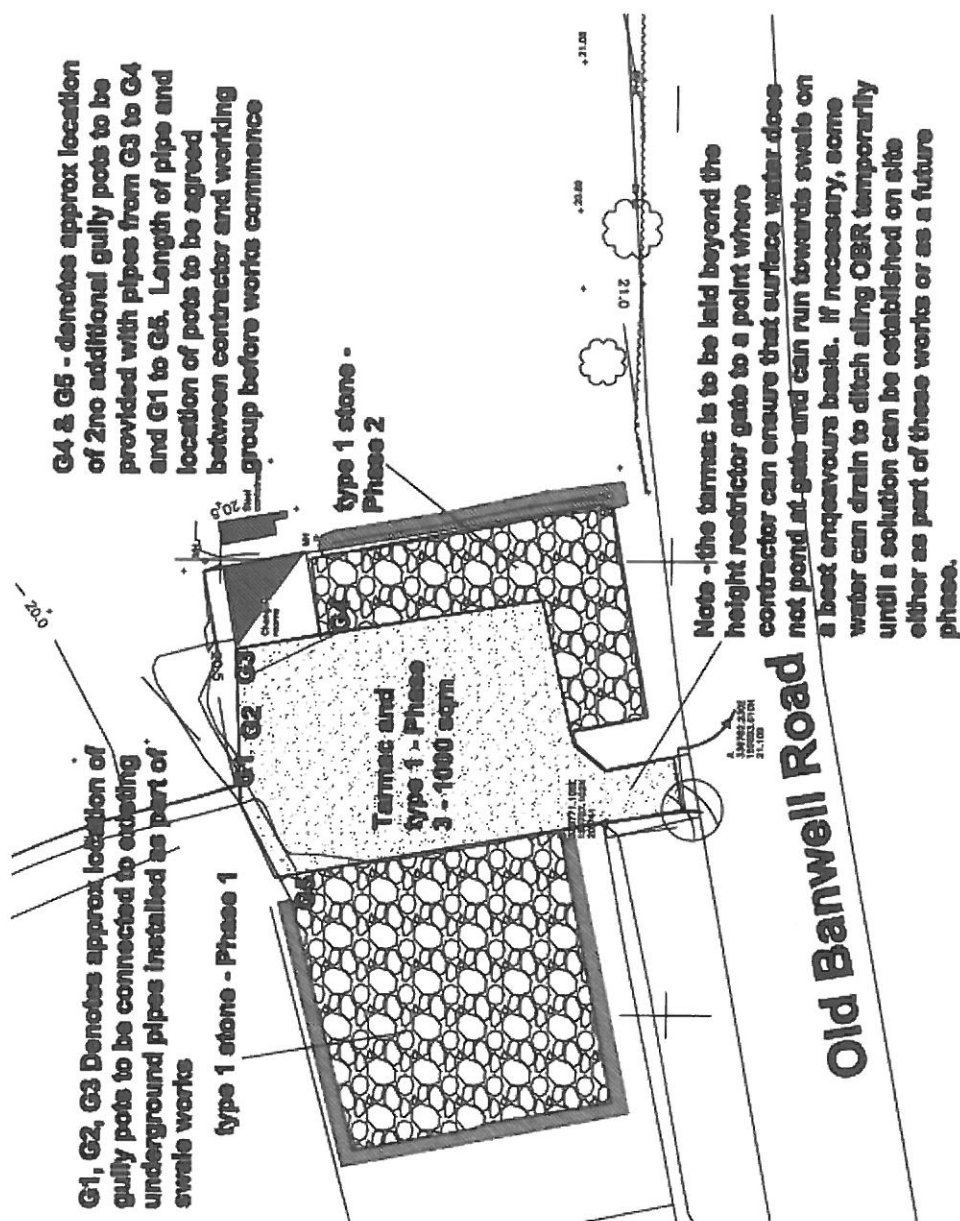
	the 1000 sqm of 20mm base tarmac 100mm thick								point 4. IMPORTANT – No tarmac to be laid until height annotated on height restrictor gate is changed and all users advised Update 25 th September. Working group met with NB and agreed satisfaction of levels. Tarmac planned for Monday 2 nd October but to be confirmed on 26 th Sept by NB to Clerk. Soft spot(s) also noted and working group advised by NB that when tarmac is laid, the weight of the roller will 'expose' any soft spots and should that occur, NB will dig out soft spots and re-fill with stone to ensure a 'solid base; for tarmac to be laid on top of. Subject to no issues, tarmac anticipated to be laid in 1 day and ready next day but subject to everything going 'to plan'. Heights measured and agreed to re-check max height (anticipated at 1950mm and to put 1.9m max height replacement letters on gate. MT to source. To be done 3 rd October 2023
8	Remove all fencing from site ready for full site	NB						N	

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	phasing plan)								for the whole job by providing copies of delivery notes to working group as stone is delivered. 800 tonnes advised by NB at meeting on 4 th September. NB to be made aware of this request and included in contract? Copies of delivery notes requested 25 th September but not retained by NB. Advised by NB that a 'fixed price' contract, however, likely that less stone used so potential for small refund at end of job – to be confirmed
5	Lay and compact type 1 on phase 2	NB						YES	As per point 4
6	Excavate and install 5 gully pots and cover covers, concrete surround in concrete and connect to existing swale pipe. Of the 5, 2 are minor variations and require additional pipe to connect to 3 pots at start of swale run. Place security fencing around direction posts	NB					When done by NB. Photographic evidence to be provided by NB and checked by working group	YES	Agreed as 5 x pots and requisite pipe I meeting 13 th September as per plan within this document
7	Lay and compact type 1 on phase 3 and Tarmac	NB						YES	Car park will need to be closed during this phase. Also see

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1000 sqm tarmac - not to scale project phase plan

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	inspection									
n/a	Leave 'channel' for EV cables	N/A						YES		Agreed on site not required. Can be done at later stage when EV installed
n/a	Agree amount and location of timber edging	N/A						YES		Agreed on site not required
n/a	Small retaining wall?	N/A						YES		Agreed on site not required
TBC	Communicate start dates with school, football teams, groundsman and all car park users	Clerk						YES		To be done when dates known. Potentially try to do some work when school in service days or teacher strike days? see point 7
n/a	Open/close gates daily	NB						When done by NB	YES	

Note for the plan on the following page, only 2 extra gullies will be provided as referenced

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7/11/23