



# 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's Assets & Amenities Committee held on Thursday 16 November 2023

Meeting opened: 8.05pm

Meeting closed: 8.48pm

**Present:** Councillors: Cllr Ashdown, Cllr M Tremlett, Cllr P Jones, Cllr Lacey, Cllr Clarke, Cllr Hilder, Cllr Bearsby, Cllr Schofield

**Also, in attendance:** The Clerk

### MATTERS FOR DECISION

**A44) To receive any Members' apologies for absence:**  
Cllr Prosser – Approved

**A45) To receive Declarations of Interest by Cllrs and to consider any written applications for dispensations – None**

### MATTERS FOR DECISION

**A47) Minutes of the Meeting:**

- a) **To receive and confirm the Minutes of the Assets & Amenities Committee meeting held 21 September 2023 RESOLVED:** That the Minutes of the Committee meeting held on 21/09/2023 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, signed as such by the Chairman of that meeting.
- b) **To receive and confirm the Minutes of the Assets & Amenities Committee meeting held 19 October 2023 RESOLVED:** That the Minutes of the Committee meeting held on 19/10/2023 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, signed as such by the Chairman of that meeting.

**A48) To receive any update on items in those Minutes which are not included on the Agenda:**  
None received

**A49) Financial Reports:**

- a) To receive and approve expenditure for Assets & Amenities Committee from 21 Sept 2023 to 15 Nov 2023  
**RESOLVED:** The payments were approved and signed by Cllr Tremlett.
- b) To receive the Budgetary control report (01/04/2023 – 15/11/2023)  
**Noted** and signed by Cllr Tremlett

**A50) Nurse Thomas Room: To discuss future use of the facilities.**

Discussion took place regarding the flexibility of the space and potential usage, including moving the Parish Council office in to this space as it was acknowledged that the current office workspace was no longer adequate for two members of staff to occupy comfortably. Members **AGREED** that the NTR was not a suitable work space for the Parish Office.

It was **AGREED** that a working group be set up to look at expanding the current Parish Office layout and the refurbishment of the NTR. Members to the working group: Cllr Schofield, Cllr Clarke Cllr Tremlett and the Chairman Cllr Ashdown.

To report back to Committee at the meeting on 18<sup>th</sup> January 2024.

**A51) Christmas Tree: AGREED** to purchase a tree for the roof of the Parish Hall – Budget allocated £50.

**A52) Old Banwell Road Playing Field Drainage Swale, French Drain and Attenuation Pond.**

To receive any updates from Cllrs monitoring the flow of water and to action any recommendations. Cllr Lacey circulated photos of the swale and attenuation pond which showed the levels of both areas. Although the swale was coping with the amount of water some adjustments should be considered to swale 3 and with regards to swale 4 (lowest) this required some 'banking up' to prevent overflow into school grounds.

The attenuation pond 's levels were high with the discharge from the french drain running well. It had over flowed at one point onto the footpath of the A371. To help elevate the overflow it was suggested that the attenuation pond be slightly increased at the access point and the area adjacent to the A371 be 'banked up' with soil from existing bund.

**AGREED** that the Working Group meet with the contractor for the swale on site and discuss the above adjustments to the swale and the works to the attenuation pond. Also ask the contractor the best way to measure the water within the swale.

Cllr Bearsby advised that Locking Primary School would be happy to be involved in measuring the water within the swales and also rainfall but would need a rain gauge to help with this.

**AGREED** to purchase a rain gauge to assist with rainfall measurements as part of the monitoring of the swale.

**A53) To receive and approve the Estimates for F/Y 2023/24 including Capital Projects:**

- a) Estimates 2023/2024. **AGREED** with no amendments
- b) Capital Projects: Continue with works at Old Banwell Road Car Park

**A54) Clerk's Report:**

- a) Park: dead tree in the park. The clerk had arranged for the Groundsman to give a quotation for the removal of the tree.
- b) Jubilee Bench in the Park. The Clerk advised that the bench was not weathering well and had asked the supplier for advice, he suggested when the bench had dried out to lightly sand and put new coat of yacht varnish or stain. Cllr Schofield suggested wood oil and offered to do the work.
- c) Flower Tub Byron Road: clerk advised that the grass cutter from NSC had hit the flower tub and broken it beyond repair, she had informed NSC and was awaiting to hear re compensation. In the meantime, the works had taken place to remove the top flower bed from the tower to replace the damaged one.
- d) Locking Park Football Team extra pitch cut(s) requested August 2023: A requested had been received from the Club for an extra pitch cut to the pitches that they played upon. After an inspection of the pitches the extra cuts had been authorised by Parish Council Chairman Cllr Jones.
- e) Groundsman had invoiced LPC for 3 extra cuts and the Clerk had recharged the club for 2 extra cuts – these to the adult pitch and U15 pitch. This week the Club had informed the Clerk that they would only pay for one pitch cut not two as they had not requested the U15 pitch to be cut.
- f) The Clerk also advised that the shared storage container was once again in a mess with football equipment thrown on top of the water bowser – she had requested that the Club tidy up and get rid of any rubbish ASAP.
- g) Christmas Market 26 November: Clerk advised that they may need to use the park for staff and stall holder parking this would be subject to the condition of the grounds.  
The Clerk advised that she and the Admin Assistant would be there for the duration and asked if any Councillors were available to volunteer to help with set up and clear away.  
Cllr Clark, Cllr Ashdown, Cllr Jones and Cllr Tremlett volunteered their time.

**Correspondence: None received**

**Items for next Agenda: None received**

There being no further business the Chairman closed the meeting at 8.55pm

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

**The next meeting of Locking Parish Council Hall's Assets & Amenities Committee is  
18<sup>th</sup> January 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.*