



# 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 18 January 2024

Meeting opened: 7.30pm

Meeting closed: 8.45pm

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

**Also, in attendance:** The Clerk

### MATTERS FOR DECISION

**A55) To receive any Members' apologies for absence:**  
Cllr ap Rees – Approved

**A56) To receive Declarations of Interest by Cllrs and to consider any written applications for dispensations – None**

### MATTERS FOR DECISION

**A57) Minutes of the Meeting:**

- a) **To receive and confirm the Minutes of the Assets & Amenities Committee meeting held 16 November 2023 RESOLVED:** That the Minutes of the Committee meeting held on 16/11/2023 (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.

**A58) To receive any update on items in those Minutes which are not included on the Agenda:**  
None received

**A59) Financial Reports:**

- a) To receive and approve expenditure for Assets & Amenities Committee from 15 November 2023 to 17 January 2024  
**RESOLVED:** The payments were approved and signed by Cllr Schofield.
- b) To receive the Budgetary control report (01/04/2023 – 17/01/2024)  
**Noted** and signed by Cllr Schofield

**A60) Nurse Thomas Room: To discuss future use of the facilities.**

Cllr Tremlett had drawn up plans for the conversion of the space from three small rooms to one large open room with the old treatment room being converted into a kitchen area and storage facilities. Discussion took place regarding the flexibility of the space and potential usage.

It was noted that funding could be applied for to help with the cost of the works via the Community Ownership Fund and North Somerset Council: Rural England Prosperity Fund – Business and Community Grants, it was agreed that the Working Group look into these as soon as possible and apply for funding.

It proposed by Cllr Prosser and seconded by Cllr Jones that the works be agreed and that a Quantity Surveyor be employed to produce a plan and costings. Unanimously **AGREED.**

It was also proposed and seconded that the Clerk be authorised to spend up to £1000 from the Building Maintenance Budget to employ and instruct the Quantity Surveyor. Unanimously **AGREED**

Members to the working group: Cllr Schofield, Cllr Clarke Cllr Tremlett and the Chairman Cllr Ashdown.

*W. Ashdown*  
*21/1/24*

**A61) Picnic Table** – As per projects 2023/24 - To receive costing to purchase and install a picnic table at The Green (similar design as per Park). **AGREED** to purchase 1no. picnic table and soft ground anchor kit from Earth Anchors for the Total of £574.50 including VAT.

**A62) Storage Container at Old Banwell Road Playing Field Min Ref A54f.**

- a) To receive an update from the Clerk regarding the poor state of the inside of the container. The Clerk advised the following:  
The football team had been contacted on 7 November 2023 regarding the poor state of the shared container via email and a video showing the haphazard storage of equipment.  
The container was inspected again on 21 November 2023 (photos attached) and the condition had not improved. Inspected on 15 January 2024 and the entrance to the container had been cleared and access to the bowser was possible.  
Along with health and safety implication for LPC staff accessing the container, another area of concern raised over the shared facility was the following:  
risk of damage to equipment owned by Locking Parish Council stored in the container due to the haphazard nature of storage of the football club's equipment.  
Insurance implications for high value LPC equipment being stored in a shared facility which is left open and unattended during match/training sessions.  
Insurance implications for using a shared facility for storage of LPC equipment in general.
- b) Due to the insurance implications highlighted above it was unanimously **AGREED** that the storage facility revert back to sole use by the Parish Council at the end of the current football season. It was also **AGREED** that the Clerk write to Locking Park Football Club giving notice that at the end of this current football season, the club could no longer store their equipment in the storage container, and that the Committee would support their decision to purchase and install their own storage container/shed at an agreed location at the playing field.

**A63) Community Orchard Funding:** The Clerk advised that she had applied for funding from the Branching Out Fund for Community Groups to purchase 9 fruit trees and associated equipment for the Community Orchard and was pleased to report that the funding application had been successful and the grant awarded would be £683.81

**A64) Coronation Garden:** Damage to wall caused by a vehicle hitting it. The Clerk had obtained a quotation for repairs £175.00. Proposed by Cllr Prosser, seconded by Cllr Schofield to accept the quotation for £175.00. The Clerk to arrange for the repair to be carried out.

**A65) Old Banwell Road Playing Field Drainage Swale, French Drain and Attenuation Pond.**

As per Min Ref A52 and LPC130:

- a) Consider works to Attenuation Pond:  
Cllr Tremlett had produced a plan showing smaller attenuation swales/ponds linking up to the main pond, which would help elevate the pressure on the attenuation pond. **AGREED** that the Working Group along with Cllr Prosser meet onsite with the contractor who installed the main swale to discuss and obtain costings.
- b) Consider works to Ditches:  
Ditch running alongside Old Banwell Road either side of the main entrance to the playing field was discussed. It was acknowledged that ditch clearing at the playing field should be included into the rolling maintenance programme for the field. **AGREED** that the Working Group along with Cllr Prosser meet onsite with the contractor who installed the main swale to discuss clearing out the ditch and obtain costings.
- c) Consider further works to Swale:  
Cllrs had been monitoring the flow of water and were pleased to report that the swale was coping well and advised that no further works were required at this time but monitoring should carry on.

There being no further business the Chairman closed Part 1 of the meeting to press and public and due to the commercially sensitive information commenced with Part 2

Signed (Chairman) W. Ashdown Date 21/3/24