



# 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 20 March 2025

Meeting opened: 7.00pm

Meeting closed: 8.00pm

**Present:** Councillors: Cllr W Ashdown, Cllr P Jones, Cllr M Tremlett, Cllr P Lacey, Cllr P Schofield,  
Cllr I Hilder, Cllr T Poynton

**Also, in attendance:** The Clerk and one member of the public

### PUBLIC PARTICIPATION

**To receive and hear any person who wishes to address the Council, upon prior notice being received**  
(The Chairman will select the order of the matters to be heard, each speaker will be limited to a period of 3 minutes (to a maximum of 15 minutes total public participation at the Chairman's discretion. **None received.**

### AGENDA

#### MATTERS FOR DECISION

**102) To receive any Members' apologies for absence and to approve reasons where appropriate:**

Cllr Bearsby – Approved  
Cllr Prosser – Approved  
Cllr Huish - Approved

**103) To receive Declarations of Interest by Cllrs and to consider any written applications for dispensations: None received.**

**104) Minutes of the Meeting:**

**To receive and confirm the Minutes of the Assets & Amenities Committee meeting held 20 February 2025.**

**RESOLVED:** That the Minutes of the Committee meeting held on 20/02/2025 (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 this meeting.

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

Members **AGREED** to remove this item from the Agenda as future updates would be given under Clerk's Report.

**106) Financial Reports:**

a) To receive and approve receipts and payments for Assets & Amenities Committee from 20 February 2025 to 19 March 2025.

**RESOLVED:** The payments were approved and signed by Cllr Tremlett.

b) To receive the Budgetary control report (01/04/2024 – 19/03/2025)

**Noted** and signed by Cllr Tremlett.

**108) Old Banwell Road Playing Field:**

a) Changing rooms being used as storage for equipment owned by football club – The Clerk reported that she had received confirmation from the Chairman of the football club that all kit and items belonging to the club had been removed. On visiting the changing rooms the following week this was not the case as one room was padlocked and still contained a large amount of kit leaving the room unusable for other hirers. The Clerk had contacted

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the club secretary who had issued the padlock code and assured her that all items would be removed ASAP. The Clerk advised that she had removed the padlock completely and also removed any valuables and for the club to collect from the office.

Members **AGREED** that should the club fail to collect their items from the changing rooms then a charge should be made for storage and the Clerk to remove items and place into storage container with a call out charge incurred by the club should the Clerk attend for access outside of her working/office hours.

- b) To agree to purchase 2 sets of 4 flag spring posts and flags. The Clerk had received 3 quotations for the purchase of corner poles and flags **AGREED** to accept quotation for Set of 8 5ft football corner flags with a spring-loaded base. 2.5cm diameter PVC poles with a 30cm x 30cm (11in x 11in) nylon corner flag. Fully weatherproof with a steel spike for insertion into grass from Forza for the total cost of £58.94
- c) To receive costing for the supplying and installing two 'kissing gates' at the pedestrian access from the A371 and at the main entrance of the playing field. As all quotes had not been received in time for this meeting **AGREED** to defer until next meeting.
- d) To receive costings for the supply and installing fencing to the gap in the hedge/tree line that has appeared on the A371 side of the playing field. As all quotes had not been received in time for this meeting **AGREED** to defer until next meeting.

**109) The Triangle (also known as The Scout Field):** Report from Cllr Schofield and meeting with Scout Leader at the site regarding the current maintenance and condition of the land. The Clerk was also in attendance.

The Scout Leader advised that they were in the process of clearing up the site, removing litter, cans, bottles, they had cut back brushwood and removed the lean-to den that had been built.

Cllr Schofield had asked the Portaloo be moved from its current position as it was in full view of the highway – he reported that this had been done.

The Clerk had requested a copy of the Scouts outdoor risk assessment – this had not yet been received and she would chase this up, along with a copy of the Portaloo waste transfer note as the Scout Leader could not recall when the Portaloo was last emptied.

Members are keen to ensure that the grounds remain in good order therefore it was **AGREED** that the lease terms and conditions be reviewed at the next meeting.

**110) Changing Rooms - works/repairs to the building.**

Cllr Tremlett and Cllr Schofield had carried out an inspection of the changing rooms (report previously circulated). Items for repairs/works were on the whole minor; therefore, it was **AGREED** that the Clerk be authorised to obtain quotes for minor works as detailed within the report and to accept lowest quotation for the completion of said works.

It was noted that the surface of the playing field was particularly churned up at the emergency gate entrance and it would be difficult for emergency vehicles to access the field during the autumn/winter months, therefore, it was also **AGREED** that the Clerk obtain quotation for the supply and installation of hard standing at the entrance of the emergency field gate up to the storage container – quotation to be obtained for next meeting.

**111) Nurse Thomas Suite:**

- a) To retrospectively agree the purchase of a baby changing station/unit to be installed in the toilet of the NTS. The baby changing unit had been purchased for the cost of £142.99 unfortunately it had to be returned due to damage in transit, the Clerk was awaiting a refund. **AGREED** that the Clerk be authorised to spend up to £150 on the purchase of a replacement
- b) To retrospectively agree the purchase of artificial/real plants to help with acoustics in the room. The Chairman advised that the total cost of plants had been £62.00 **AGREED**

**112) Locking Parish Hall: Fire/Emergency Exit – Accessible ramp for users –** The Clerk had previously circulated a report highlighting the need to install a ramp. Members acknowledged that a ramp should be fitted. Further investigation into measurements/location/materials required.

**AGREED** that members meet at 6.30pm before the A&A meeting on 17 April to conduct further investigation.

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**113) Clerk's Report, Correspondence & Items for next Agenda**

- a) Clerks Report:  
*Nurse Thomas Suite:*  
UKSPF final report had been submitted to NSC and had been signed off successfully.
- b) Correspondence: None
- c) Items for next Agenda:  
Old Banwell Road Playing Field:  
Clerk to investigate the cost of supplying and installing two 'kissing gates' at the pedestrian access from the A371 and at the main entrance of the playing field.  
Clerk to investigate fencing off the gap in the hedge/tree line that has appeared on the A371 side of the playing field.  
Changing Room: installation of hardstanding.  
Parish Hall:  
Accessible Ramp installation  
The Triangle Lease  
Locking Park:  
Potential temporary car park area

**There being no further business the meeting Chairman closed the meeting at 8.00pm.**

Signed (Chairman) *M. Ashdown* Date *17/4/25*

**The next meeting of Locking Parish Council's Assets and Amenities Committee will be held on 17<sup>th</sup> April 2025 at 7pm.**

*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.*

