



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 3 April 2025 at Nurse Thomas Suite, Locking Parish Hall, Grenville Avenue, Locking

Meeting opened: 19:00

Meeting closed: 20:50

Present: Councillors: P Jones; M Tremlett; W Bearsby; P Lacey; P Schofield; I Hilder, T Sizer

Also in attendance: The Clerk, Mr Dumbell CPRE & one member of the public

CO-OPTION MEETING COMMENCED AT 7.00PM

Having regard to the confidential nature of the business to be transacted, the Co-option meeting is now not open to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960

001) Co-option of Parish Councillor

- a) Chairman opened the meeting and welcomed Cllrs and Mr Sizer to this co-option meeting.
- b) To receive apologies for absence and to approve reasons where appropriate.
Apologies received from
Cllr Prosser - Approved
Cllr ap Rees - Approved
Cllr Ashdown – Approved
Cllr Huish – Approved
- c) It was unanimously **AGREED** that Mr Tom Sizer should be co-opted to office of member of Locking Parish Council.
- d) Cllr Sizer signed his Declaration of Office at this meeting in the presence of the Clerk and Council members.
- e) Chairman closed the Co-option meeting at 7.10pm

FULL COUNCIL MEETING TO COMMENCED AT 7.30PM

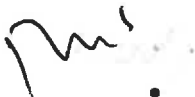
The meeting was open to the press and members of the public

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 period of 3 minutes (to a maximum of 15 minutes total public participation at the Chairman's discretion).

- a) Unitary Cllr/Liaison Officer Report: No report received.
- b) Police Report: Noted
- c) Member of the public raised concerns regarding the following:
 - continued violation of the one way system at Mendip rise Locking Village, in his opinion it appeared that the traffic violation was being carried out by local residents at Lime Close and Birch Close.
 - Parking issues at Mendip Rise, Meadow Drive mainly during school drop off/pick up times.

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- Speeding vehicles along Meadow Drive and Mendip Rise. It was suggested that a community speed watch group be set up as a preventive measure. The Clerk would contact the local PCSO and set up a meeting with interested parties.

AGENDA

MATTERS FOR DECISION

002) To receive apologies for absence and to approve reasons where appropriate.

Cllr Ashdown – Approved

Cllr Huish - Approved

Cllr ap Rees – Approved

Cllr Prosser - Approved

It was noted that Cllr Carter and Cllr Clarke had resigned from the Parish Council.

003) To receive Declarations of Interest by PCllrs and to consider any written applications for Dispensations - None

004) Minutes

The Minutes of the Council meeting held on 6 March 2025 were agreed and signed by the Chairman. 1 Abstain

RESOLVED: That the Minutes of the Council meeting held on 6 March 2025 (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.

005) Finances:

- a) To receive and approve monthly receipts and payments for the General Account: from 1st to 31st March 2025. **AGREED** and signed by Cllr Schofield
- b) To receive and note the Bank Reconciliation and Unity Trust Bank Statements for February 2025. **AGREED** and signed by Cllr Schofield.
- c) To receive and agree any Grant applications: None received.

006) Chairman's Report from Cllr Jones

Good evening Councillors.

It was very disappointing to see that our property in the park has recently been subjected to further attacks of graffiti and that we will have to expend public funds again on removing it. The spraying or painting tags on Parish property is criminal damage, no person has any lawful excuse to commit this offence. Police have been notified of this anti-social behaviour and should an offender or offenders be identified then redress will be sought.


I would like to express my thanks to our Parish Orderly Mike who has been extremely busy at the orchard at the Old Banwell Road Playing Field. You may have seen the photographs of the orchard area that were circulated by the Clerk recently. The grass had been cut and the area looked very clean and tidy. Well done Mike and thank you for your efforts.

It was also very pleasing to note the feedback that our Clerk received from North Somerset Council's Policy Partnership Team in respect of UKSPF which was the grant to refurbish the old Doctor's surgery. The Project Manager thanked Dawn for completing the many reports and submitting them in a timely manner. He was also very pleased with the positive impact that the 'Nurse Thomas Suite' has had on residents and users of that facility. I am sure you all will agree with me by saying, well done Dawn for your hard work and attention to detail.

007) Regular Reports: To receive and note the following regular reports:

- a) CPRE: No report.
- b) Locking Parklands Stakeholders: Mr Dumbell confirmed the next meeting date as 29 April 2025.

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



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- a) **Min Ref: 168c 25/P/1038/MOD Deed of variation to Section 106 Agreement dated 16/07/2015 relating to planning permission 13/P/0997/OT2.** Changes to include: regularise definitions on site wide basis; change the affordable housing unit size mix going forward on remaining phases; and allowance of open market housing being used as affordable housing (but not subject to the obligations). **Noted.**
- b) **25/P/0485/FUH 15 The Orchard Locking** – Proposed erection of a single storey front extension to form a ground floor shower room. **AGREED** to support this application (5 for – 2 Neutral).
- c) **25/P/0508/TPO 14 Mendip Road Locking** – T30 Prunus cerasifera – Fell. **AGREED** to support this application subject to a replacement tree being planted.
- a) **25/P/0561/TPO The Green Locking** – Item (Tree) 39, Sycamore tree – removal of epidemic growth. LPC planning application – **Noted.**
- b) **25/P/0565/TPO 13 Flowerdown Road Locking** – G3 – remove deadwood and high pollard as per submitted 2024 tree report. T2-T6 – remove deadwood and high pollard as per submitted tree report. **Noted**

009) LPC Documents:

It was **AGREED** to adopt the following documents:

- a. **Financial Regulations: AGREED** with the following amendments:

5. Procurement

Regulation 5.4: For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

Regulation 5.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.

Regulation 5.11 - Contracts must not be split to avoid compliance with these rules.

- b. **Finance Management Risk Assessment: AGREED** with the inclusion of the Tiny Forest

- c. **Standing Orders: AGREED** with the following amendments:

18 Financial Controls

18c Change from £25000 to £30000

18c Change from Contract Finder to Find Tender

- d. **Code of Conduct: AGREED** with no amendments

010) Locking Skatepark- Next steps: Update from Cllr Tremlett – to agree any actions from this update.

The following points were agreed at 5th September meeting Min Ref 70:

- Once planning is agreed, it will be over to the Skatepark group to work with Maverick to obtain funding for the project.
- The current working group that comprises members of the skatepark group and Parish Councillors will have completed their terms of reference so will no longer be required.
- Once funding is obtained, Maverick and skatepark group to agree schedule of works with Locking Parish Council.
- Project will be led by Maverick in conjunction with Skatepark group.
- Funding applications will be made by Skatepark group - not Locking Parish Council.
- Any funding received will be put into a new bank account in name of Skatepark group and not held by Locking Parish Council as those funds will take LPC into higher accounting requirements.
- Once skatepark completed, site to be passed to Locking Parish Council for on-going maintenance.


Therefore, as planning had now been approved, it was **AGREED** that the Clerk write to Maverick and Locking Skatepark Group requesting that the following items be addressed:

- a) Funds raised by Locking Skatepark Group.

Currently, Locking Parish Council are 'caretaking' funds raised by Locking Skatepark Group. We request that the skatepark group open their own bank account to hold these funds and to provide bank details at their earliest convenience so that we can arrange to transfer the funds across.

- b) Grant funding

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Please keep Locking Parish Council informed of progress for this on a quarterly basis or earlier if there are significant updates.

c) Commencement of works and schedule of works

This will clearly be dependent on sufficient funding being available. As one football pitch will need to be moved. How long is it likely to take for funding and for works to commence so that we can plan ahead. We require a schedule of works so that we can be aware of likely timescales and impacts to other users of the car park and playing field.

d) Drainage for the skate park

Surface water for the skatepark will discharge into the swale system onsite and the works for the scheme are to include the increase of that swale and removal of soil.

We are currently scoping out the final tarmac layer for our car park and need to put drainage pipes in to allow the skatepark to connect to the system. We require your advise as to where you the drainage pipe is to be located for a connection point?

e) Completion of Skate Park

To confirm, on completion of the skatepark, it will be handed to Locking Parish Council to maintain moving forwards.

011) Old Banwell Road Car Park – Update from the Working Group: AGREED to Defer until next meeting.

012) gov.uk Domain:

a) To receive costing to apply for a gov.uk domain and if feasible to appoint an approved registrar.

1. Current Website provider - VisionICT

VisionICT don't offer Office 365 services, but we do provide an alternative email hosting solution that works seamlessly with Outlook.

gov.uk Domain Registration

£125 for the first two years

£65 every two years thereafter

(A .gov.uk domain requires at least one role-based email, such as Clerk@yourcouncil.gov.uk.)

Email Hosting:

£20 per mailbox per year

providing 25GB of storage, IMAP synchronisation, and robust spam and virus protection.

Email Migration

£35 per mailbox

If you'd like to transfer your existing emails to the new .gov.uk addresses, we offer a migration service at.

2. Parish Online

Up to 20 mailboxes

£260 ex vat per year

(And you'd qualify for our new Parish Online fund taking £100 ex vat off your first year's subscription by switching to a gov.uk domain.)

For any more than 20 mailboxes

£18 ex vat per mailbox

3. CloudyIT

Domain Management Annual Fee

Includes DNS Management Fee covers all domains managed by CloudyIT £20 per mailbox per year

1 Year Registration .gov Domain £100 ex vat


It was proposed by Cllr Bearsby and seconded by Cllr Jones and unanimously **AGREED** that the quotation from Parish Online be accepted.

b) **AGREED** that the name for the gov.uk domain be as follows: @lockingparishcouncil.gov.uk

013) Looking @ Locking Newsletter: with the ongoing growth of Locking Parish:

a) To discuss the future of the newsletter (printed, delivered to every household/online edition)

For the Spring edition 1850 copies were printed – 32 pages £699 – there are more houses every quarter – do we want to carry on with a printed version for each household or print off a number to put into shops and Halls also available online via website and FB. It was proposed by Cllr Schofield, seconded by Cllr Bearsby and unanimously **AGREED** that LPC continue with printing the newsletter and delivering to residents throughout the Parish.


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- b) To agree the increase to costs for delivery:
Normally to deliver to whole Parish is £110.
Our contractor has stated that because of the continued growth of Parklands and houses numbers increasing each quarter that they request an increase to the delivery charge.
AGREED to go up to £130 per delivery of the newsletter to whole Parish.
 - c) **Request** from Banwell Gardening club to have an article in next L@L – people from Locking do go to the club, if more people from Locking come along, they may consider having a Locking gardening club. **AGREED** that an article could be submitted.

014) Local Devolution Programme - letter from Jo Walker Leader of the Council & Executive Members.

To consider the contents of the letter and any response from members.

Members discussed the contents as length and **AGREED** to submit an Expression of Interest for Asset Transfer for the following areas:

- a) Old Banwell Road – junction with A371 triangle shaped piece of land that often requires cutting to allow for visibility onto the A371.
- b) Leafy Way – Amenity grassland.
- c) The Spinney – small piece of land towards Leafy Way end.

015) North Somerset Council: Community Governance Review 2025: North Somerset Council will be undertaking a Community Governance Review (CGR) this year of all parishes within its area. (Resource pack previously circulated to members).

Thank you to the 5 Cllrs who returned the questionnaire – WA, PJ, IH, MT, CP.

The response to the 12 questions put forward had been previously circulated to members (copy available from the Clerk) It was unanimously **AGREED** to adopt these responses and submit to the Community Governance Review on behalf of LPC.

016) 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) Clerk's Report:

Min Ref 169: IT1493 Highway Improvement Form Traffic Calming 73-75 Elm Tree Road

Our request has been added to the Stage 1 Long List with the reference number IT1493.

Until such time as this request moves through the system, might the resident consider approaching the resident opposite to request erecting a mirror on their land to assist with visibility to the south.

The request will now be evaluated and scored by officers and if successful our request will be added to a future works programme.

If we wish to follow this up in future, please contact the following email address:

transport.policy@n-somerset.gov.uk.

Graffiti:

Spate of graffiti in the park particularly in the wooden shelter – PO will be painting this out ASAP.

Gully Cleaning – Had taken place in Locking Village on Wed 2 April

Missing Person: Simon Walters – on Police FB page we have shared this on our FB page with police ref number and contact numbers – missing since 21 Mar last seen Elm Tree Road. – although after we posted on our page we did have a MOP ring the office to say they had

BDO LLP External Audit – AGAR forms had been received.

Financial year end was 31 March – will be working towards completing the AGAR forms etc., before the Internal Auditor conducts her inspection/review on 6 June.

To ensure we are returning our AGAR within the required timescale I will call an extra ordinary Full Council Meeting for this one item on 19 June - before the A&A meeting at 19.30.


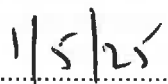
Office Closed Wednesday 9 April – Clerk at family member funeral and Clerks Assistant on A/L

New working hours for Clerk and Clerk's Assistant starts from Monday

b) Correspondence: All correspondence previously circulated and **Noted**

d) Agenda Items: None

There being no further business the meeting Chairman closed the meeting at 20.50hrs

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

The next meeting of Locking Parish Council is 1st May 2025.

*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.*