



# Locking Parish Council

01934 820786

clerk@lockingparishcouncil.co.uk

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

## Minutes of the Annual Meeting of Locking Parish Council held on Thursday 1 May 2025 at 7.30pm at Locking Parish Hall

Meeting opened: 7.30pm

Meeting closed: 8:47pm

Present: Councillors: P Jones (Chairman), W Ashdown, I Hilder, M Tremlett (Vice Chairman), P Huish, T Sizer, P Schofield, W Bearsby, T Poynton

Also in attendance: Clerk's Assistant

### 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).*)

- a) Unitary Cllr/Liaison Officer Report – None received
- b) Police Report – Noted
- c) Member of the public raised concerns about the provision of green spaces and community recreational areas in the Handley Place development by St. Modwen Homes in Locking. The development comprises 248 new residential properties, which, based on an average household size of 2.4 people, equates to an estimated 595 residents. Despite this significant increase in population, the development plan includes only a single small park and a 1.7-acre woodland area designated as communal green space. According to North Somerset Council's Open Space Assessment, the recommended minimum provision per person is as follows:
  - **Community Parks:** 6.0 m<sup>2</sup> per person
  - **Neighbourhood Open Space:** 6.0 m<sup>2</sup> per person
  - **Woodland:** 10.0 m<sup>2</sup> per person
  - **Allotments:** 2.5 m<sup>2</sup> per person
  - **Formal Parks and Public Gardens (rural):** 1.0 m<sup>2</sup> per person
  - **Conservation Sites (rural):** 12.0 m<sup>2</sup> per personThese standards suggest a total of 37.5 m<sup>2</sup> of open space per person. For the anticipated 595 residents, this equates to approximately 22,312.5 m<sup>2</sup> (or 2.23 hectares) of required open space. The current provision falls short of these guidelines, impacting the quality of life and well-being of current and future residents. It was suggested that the Clerk take this forward to District Councillors.

### AGENDA

#### MATTERS FOR DECISION

- 17) To Elect a Chairman for the ensuing year:** The Council must elect a Chairman to hold office until the next Annual Meeting of the Parish Council.  
Cllr Ashdown proposed Cllr Jones, seconded by Cllr Hilder. **RESOLVED** Cllr Jones be elected as Chairman

M  
5/6/25

- ms
- 18) **To receive the Chairman's declaration of acceptance of office or to permit him/her to make the declaration before or at the next meeting of the Parish Council. DEFERRED** due to absence of Clerk
- 19) **To Elect a Vice-Chairman for the ensuing year:** The Council may appoint a Vice-Chairman to hold office until the next Annual Meeting of the Parish Council.  
Cllr Jones proposed Cllr Tremlett, seconded by Cllr Poynton **RESOLVED** that Cllr Tremlett be elected as Vice Chairman
- 20) **To receive Apologies for absence and to approve reasons where appropriate.**  
Cllr Prosser - Approved  
Dawn Tremlett, Clerk  
Mr C Dumbell – Representing CPRE and Locking Parkland Stakeholder Group
- 21) **To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations.**  
None

### **MATTERS FOR DECISION**

- 22) **Minutes:**  
a) The Minutes of the Council meeting held on 3 April 2025 was agreed and signed by the Chairman. **RESOLVED:** That the Minutes of the Council meeting held on 3 April 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. **AGREED**
- 23) **Finances:**  
a) To receive and approve monthly receipts and payments from 1<sup>st</sup> April 2025 to 30<sup>th</sup> April 2025 **AGREED** and signed by Cllr Ashdown  
b) To receive and note the Bank Reconciliation for March 2025 **AGREED** and signed by Cllr Ashdown  
c) To receive and agree any Grant applications **NONE RECIEVED**  
d) ALCA £921.12 To approve the payment for Annual Subscription **AGREED**  
e) Konica Minolta Final Invoice for Bizhub C220 Photocopier £1477.37 To approve payment. **AGREED**  
f) SLCC Membership for the Clerk £240.00 – **AGREED**  
g) To consider the purchase of SLCC membership for the Clerk's Assistant £202. **AGREED**  
h) Parish Online GOV.UK Email package £192.00. To approve payment. **AGREED**
- 24) **Chairman's Report**

I have prepared a brief report that was prepared earlier today based upon the premise that perhaps you would collectively wish that I continue to be Locking Parish Council's Chairman. If that is not the case then I would not be reading this report.

Firstly, I am grateful to Councillors for your confidence and support that I should continue as Chairman of Locking Parish Council. I have always considered that it is an honour to represent our community in any capacity.

Secondly, I wish to record my thanks to the Chairs of our Committees who over the past year have ensured that our Council has met and delivered its objectives. It goes without saying that without our Vice Chairman Mike Tremlett, we as a Council may have struggled with our community projects, especially with planning and building issues. Thank you Mike for your hard work and input, it is appreciated.

Finally, our Parish Staff, Dawn, Kelly, Mike and contractors do play an important and major role in delivering a meaningful service to our ever-growing community. There are exiting times ahead and I am certainly looking forward to the completion of our agreed projects this financial year.

- ms
- 29) Locking Skatepark Group:** Update from Cllr Tremlett regarding a response received from Locking Skatepark Group to the recent correspondence from the Parish Council confirming the LPC had fulfilled the Working Groups terms of reference.  
Locking Skatepark requested that:  
The Parish Council consider registering for CIC (Company Interest Companies) for this project.  
The Parish Council continue to hold funds raised by Locking Skatepark Group.  
Information and options regarding CIC and Unincorporated Association has been provided to Skatepark group. Suggested by Cllr Tremlett and seconded by Cllr Jones to hold a meeting with the Skatepark Group to establish what they plan to contribute to the project. **AGREED.**
- 30) To agree regular standing order and direct debit payments made from Unity Trust Bank Account and Lloyds Bank Multipay Card Account. AGREED**
- 31) To agree addition/removal of signatories for Unity Trust Bank and Nationwide Building Society.**  
No names to be put forward until everyone voted in (15 May). **AGREED** to remove Lisa Clark
- 32) Renewal of the Parish Councils Insurance Policy with Gallagher: Policy: AJG Community Scheme. Insurer: Hiscox Insurance Company Ltd. DEFERRED** to next meeting. Quote not received
- 33) Parish Council's Committees and Working Groups – to consider and approve nominations for membership to the following:**
- Assets & Amenities Committee. All Councillors are members of this committee **AGREED**
  - Finance & Human Resources Committee. All Councillors with the exception of Cllr Hilder who opted out, are members of this committee **AGREED**
  - Executive Committee **AGREED** that Chairman of Committee's, Chairman of Full Council and Vice Chairman of Full Council sit on Executive Committee
  - Neighbourhood Plan Working Group. Councillors Jones, Tremlett, Lacey, Poynton and Huish. **AGREED**
- 34) Schedule of Meetings for 25/26**  
To agree Schedule of Meetings for 25/26 **AGREED**
- 35) 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) **Improvement to traffic signage along Elm Tree Road** – Clerk continued to chase this and had been told in April this has now been promised that installation would be July at the earliest.
  - b) **Flooding and Drainage Working Group** will be meeting with Ben Chapman NSC Engineer on 6 May
  - c) **Local Devolution Programme – EOI – Asset Transfer** – 3 areas have been submitted:  
Amenity Land – Leafy Way  
Small green space at the Spinney – Leafy Way end  
Grass verge area at the junction of OBR and A371  
The asset team who will get back to Council in due course outlining the processes that are required.
  - d) **NSC Bus Users Forum 2025**  
North Somerset Council is inviting residents, businesses, councillors, and anyone interested in the future of public transport to the 2025 Bus User Forum. Please share this email with anyone you think will be interested in attending.

The event offers two sessions: one online on Monday 19 May and one in-person on Wednesday 21 May. It aims to bring the community together to discuss how to improve the area's bus services, making them more reliable, accessible, and user-friendly for everyone.

Attendees will hear directly from the council and bus operators about current and future plans for bus services. There will also be workshops where participants can share their experiences using North

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

- a) CPRE – Nothing to report this month, but Mr Dumbell looks forward to attending the meeting on the Neighbourhood Plan.
- b) Locking Parklands Stakeholders meeting was held on 29 April 2025 at the Radio Wing, Locking Parklands. Representatives from St Modwen Developments, Homes England, Preim, Cratus, Winterstoke Academy, Flowerdown Association, St Augustine Church, Worle Baptise Church and Locking Parish Council attended.

Cllr Jones felt that it was a very positive meeting where changes to roles and personnel in St Modwen were explained. Homes England also provided an overview of their role and what steps the development would be taking in respect of the main street and new commercial buildings.

Notes of that meeting will be circulated in due course but in the meantime, I have asked Homes England and St Modwen/Revantage if they were willing to meet with Council to which they indicated that they would like to meet with us to provide an overview of what is happening at Locking Parklands.

Invite Homes England to an Extra Ordinary Meeting. Discuss and agree topics that wish to be discussed beforehand. **AGREED**

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

- a) **25/P/0585/FUH 94 Anson Road Locking** – Proposed erection of a two-storey side extension. **AGREED** to support this application
- b) **25/P/0660/TPO 46 cheshire Avenue** – T1 – Birch, reduce away from building to give clear 2m clearance. **AGREED** to support this application (already approved by NSC)

**27) Old Banwell Road Playing Field and Car Park:**

Car Park: To receive quotation for the next phase of car park re-surfacing and drainage. N Bartlett's quote is £22,680. Clerk advised over by £911, budget for this work is £21,762 (this was based on NB's rough estimate in Dec). Proposed by Cllr Bearsby and seconded by Cllr Schofield to pay £22,680. **AGREED**

**28) Dog Waste Removal:** Given that NSC has removed this facility:

- a) To consider the costs involved in carrying on with the facility.
- b) To consider options available to the Parish Council. 3 quotes were obtained:
  1. Weston Town Council can provide dog waste disposal (see letter) the cost of this would be £9.12 per bag – they would empty each bin on a weekly basis, collecting the full bag and replacing it with new bags. The cost would be the same whether the Parish Orderly collected the waste or not. For our 9 bins there would be a weekly cost of £82.08, yearly £3939.84
  2. North Somerset Environment Co. Ltd – Have given a costing of a weekly 240L Wheelie Bin lift for £6.50 per lift. Yearly cost £338.00. This company has the contract with NSC and was recommended by John Carson NSC he also recommended Weston Town Council.
  3. Professional Hygiene Ltd Bristol – Have the given the following costings:  
1 x 140L Animal waste bin - £65 per lift (weekly) Yearly cost £3380.00  
2 x 140L Animal waste bin - £110.00 per lift (weekly) Yearly cost £5720.00

Unanimously **AGREED** that the quotation from North Somerset Environment Co. Ltd be accepted.

Parish Orderly to continue emptying individual dog waste bins. Mechanism to be put in place to recompense Parish Orderly for wear and tear on personal vehicle whilst carrying out Council business and ensure correct business mileage is claimed.

Ms

Somerset's bus services and fare offers, as well as suggest ideas to shape local bus routes and public transport options.

You can choose between the two sessions, there is no need to attend both. Attendance is free, but you must register in advance using the links below.

Online forum:

- Monday 19 May 2025, 18:00 - 19:30 (via Microsoft Teams)  
North Somerset Council Bus User Forum 2025 (online) Tickets, Mon 19 May 2025 at 18:00 | Eventbrite

In-person forum:

- Wednesday 21 May 2025, 15:30 - 17:30 (The Campus Highlands Lane Weston-super-Mare BS24 7DX)  
North Somerset Council Bus User Forum 2025 (in-person) Tickets, Wed 21 May 2025 at 15:30 | Eventbrite

Cllr Hilder to continue following this up as attended previous forum.

e) Agenda Items: Open parcels of land owned by NSC on Locking Parklands

### **The next meeting of Locking Parish Council 5<sup>th</sup> June 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.*

Ms  
5/6/25

