



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 15 May 2025

Meeting opened: 7.00pm

Meeting closed: 8.00pm

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

Also, in attendance: The Clerk

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

10) To Elect a Chairman for the ensuing year:

Cllr Bearsby proposed Cllr Ashdown, seconded by Cllr Prosser. **RESOLVED** Cllr Ashdown be elected
as Chairman.

11) To Elect a Vice-Chairman for the ensuing year:

Cllr Tremlett proposed Cllr Schofield, seconded by Cllr Bearsby **RESOLVED** that Cllr Schofield be
elected as Vice Chairman

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

Cllr Sizer – Approved
Cllr ap Rees – Approved
Cllr Jones – Approved
Cllr Huish - Approved

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

14) Minutes of the Meeting:

To receive and confirm the Minutes of the Assets & Amenities Committee meeting held 17
April 2025.

RESOLVED: That the Minutes of the Committee meeting held on 17/04/2025 (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.

15) Financial Reports:

a) To receive and approve receipts and payments for Assets & Amenities Committee from
17 April 2025 to 14 May 2025.

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

b) To receive the Budgetary control report (01/04/2025 – 15/05/2025)

Noted and signed by Cllr Tremlett.

Waa
19/6/25

16) Members AGREED Working Group members and volunteers for the following:

a. Old Banwell Road Car Park and overall Drainage (Working Group): Cllr Tremlett, Schofield,
Lacey, Jones and Hilder as reserve.

- b. Annual Risk Assessments – Fire Safety and Health & Safety - Volunteers required to complete risk assessments. Cllr Schofield
- c. Annual Assets Check – Volunteers required to complete the assets check. Cllr Poynton
- d. Fire Alarm Tests – Volunteer to carry out weekly fire alarm test. Cllr Schofield and Clerk's Assistant
- e. Drainage swale, ditches & ponds – Volunteers to carry out quarterly inspections. Cllr Hilder
- f. OBR Car Park- Volunteers to carry out quarterly inspections. Cllr Bearsby
- g. Annual Inspection of Community Orchard/Tiny Forest – Volunteer to carry out quarterly inspection. Cllr Bearsby.
- h. Football Working Group: Cllrs Lacey, Tremlett, Poynton, Schofield, Jones.

17) Old Banwell Road Playing Field:

- a) Meeting with LPFC and Working Group: Cllr Tremlett updated that the meeting had been positive. It had been confirmed that planning permission would be required to site the football teams storage container at the playing field. It was suggested that LPFC look at a shed to be placed between the changing rooms and current container as another option.
- b) To receive costings for the supply and installation of hard standing outside the changing room. A meeting with Council's preferred contractor had been held. The quotation received to excavate 150mm soil and remove 150sqm, supply, lay and compact 150mm thick sub-base on termar £2100 plus VAT. It was **AGREED** that the Clerk contact the Contractor and renegotiate a lower price.
- c) Supply and installation of a kissing gate and fencing:
Members held strong views that access onto the playing field should be easily reached by visitors with different abilities and needs. From the quotations received it was unclear if any of gates were suitable for all users. **AGREED** that the Clerk contact the Companies who had quoted to ascertain whether the gates were suitable for disabled access as well as double buggy access. **AGREED** that the Clerk also obtain quotations for single gates, again suitable for disabled access as well as double buggy access. All quotes/information for full Council on 5 June.

18) The Triangle (also known as The Scout Field):

- a) Meeting held with 2 of the Scout Leaders, Cllr Schofield and the Clerk. Update from Cllr Schofield: The condition of the Triangle was discussed with Scout Leader offering assurances that grass cutting along with cutting back the brambles would take place shortly, a new sign at the gate was to be fitted.
Cllr Schofield advised that he had been up to the Triangle and although the brambles had not been cut back as yet, the gaps to the hedging had been filled due to nature.
The Clerk confirmed that Risk Assessments and Waste Carrier notice had been received.
AGREED for Scouts to relocate tree whips from the playing field to the Triangle to fill any gaps.
- b) Review of the Lease: **AGREED** with the following additions to conditions:
The Lease to be reviewed annually
Risk Assessments for outdoor activities be received annually
Waste Carrier Notice for Portaloo be received annually.
The Clerk to update the Lease and send on to Scouts.

19) Clerk's Report:

Playing Field: Tiny forest, Orchard and new trees – suffering with the hot weather, complaints from members of the public that they are dying. Paish Orderly has been out twice with the water bowser and due to go out again next week.

All play equipment: RoSPA inspection due June.

Correspondence: None

Items for next Agenda: None

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

Signed (Chairman).....*W. Ashdown*.....Date.....*19/6/25*.....

The next meeting of Locking Parish Council's Assets and Amenities Committee will be held on 19 June 2025 at 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.