



# 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 19 June 2025

Meeting opened: 7.30pm

Meeting closed: 8.12pm

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

**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

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

Cllr Lacy – Approved  
Cllr ap Rees – Approved  
Cllr Prosser – Approved  
Cllr Poynton - Approved

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

**22) Minutes of the Meeting:**

**To receive and confirm the Minutes of the Assets & Amenities Committee meeting held 15  
May 2025.**

**RESOLVED:** That the Minutes of the Committee meeting held on 15/05/2025 (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.

**23) Financial Reports:**

a) To receive and approve receipts and payments for Assets & Amenities Committee from  
15 May 2025 to 18 June 2025.

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

b) To receive the Budgetary control report (01/04/2025 – 18/06/2025)

**Noted** and signed by Cllr Jones.

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

- a) To receive an update re LPFC installing a container at the playing field and agree any actions.  
The Clerk advised that the football club were looking at options and would come back with  
an update.
- b) Hard standing outside changing room has been completed – to approve payment of £1400 plus  
VAT to Contractor. It was acknowledged by all that the Contractor had done an excellent job  
and also, the quotation had been £1800 plus VAT the Contractor had made savings of £400  
which he had passed onto to LPC. Unanimously **AGREED** to pay the sum of £1400 plus VAT.
- c) Bamboo has been dug out and removed from site – to approve payment of £640 plus VAT  
to Contractor and as the bamboo was on a neighbour's land to decide a contribution towards  
the cost from said Neighbour. Unanimously **AGREED** to pay the sum of £640 plus VAT and

that the neighbour be requested to pay a contribution £320 excluding VAT toward the works.

- d) To receive costing for the supply and installation for kissing gate and fencing. It was acknowledged that a kissing gate would not be suitable for access onto the playing field, therefore quotes for a single gate had been obtained. Of the 4 companies contacted to provide quotations only 2 had replied.

Quotations received:

#### **QUOTE 1**

##### **Option 1a – Timber gate:**

Supply and erect a 4ft high and 3ft wide timber 5 bar pedestrian gate on 2no 5x5 posts. (top is weathered 4 ways). The hinges and all fixtures will be galvanised. There will be an additional 4m of post and rail to close remaining gaps in the hedge line. All posts will be concreted in.

Total price including all materials and labour = **£1,083.19**

##### **Option 2a – Metal gate:**

Supply and erect a 4ft high and 3ft wide galvanized metal pedestrian gate on 2no metal gate posts also galvanised. The hinges and all fixtures will be galvanised. There will be an additional 4m of timber post and rail to close remaining gaps in the hedge line. All posts will be concreted in.

Total price including all materials and labour = **£1,018.21**

##### **Option 3a – Metal gate:**

Supply and erect a 4ft high and 3ft wide galvanized metal pedestrian gate on 2no metal gate posts also galvanised. The hinges and all fixtures will be galvanised. There will be an additional 4m of metal posts and railings to close remaining gaps in the hedge line. All posts will be concreted in.

Total price including all materials and labour = **£1,179.92**

*This business is not VAT registered therefore do not charge VAT.*

#### **QUOTE 2**

##### **Option 1 – Timber gate**

Supply and installation of timber gate to gap in hedgerow and section of fencing to gap in hedgerow, consisting of:

2.1 x 125mm x 125mm W4W Timber Posts and 2.4m x 87mm x 38mm Timber Rails

1.5m x 1.2m Bar Timber Field Gate

Postcrete, Labour and waste removal **Total price = £1,000 + VAT £200 = £1,200**

##### **Option 2 – Steel gate**

Supply and installation of steel gate to gap in hedgerow and section of fencing to gap in hedgerow, consisting of:

2.1 x 125mm x 125mm W4W Timber Posts and 2.4m x 87mm x 38mm timber rails

1.5m x 1.2m Bar Galvanised Steel Field Gate

2.4m x 100mm x 100mm timber post

Postcrete, Labour and waste removal **Total price = £900 + VAT £180 = £1,080**

Unanimously **AGREED** to accept Quote 2, Option 2 for the sum of £900 plus VAT.

- e) Lining of car park: The design for the new tarmacked area was discussed at length and It was **AGREED** that a design be drawn up and a onsite meeting to be held to discuss further.

#### **25) CCTV Parish Hall Car Park:**

Due to the poor quality of the images: To consider upgrading the CCTV camera which covers the Parish Hall car park. It was **AGREED** that the quotation from our Maintenance contractor to replace the camera for the sum of £120 plus VAT be accepted

#### **26) a) Clerk's Report:**

- **Parish Orderly** S/L sickness virus – since Tuesday
- **Issues raised by Cllr Schofield** – email 18 June
  - ❖ **Clothes** hooks, dripping taps, tile missing:  
All works will be completed by end of August before the start of the season in September.
  - ❖ **LPFC** using a changing room to store their football equipment. Drinks bottles and football equipment left in the changing room which could not be used by another team:  
These items have been removed and the Chairman of the Club notified.  
The start the new season is in September all teams are required to submit a football pitch application form and sign our Agreement – This season maybe the committee can look at enforcing some of the breaches i.e. additional charges for removing their rubbish, cleaning, storage of equipment etc.
  - ❖ **Lights left on:**  
Lights automatically come on when you enter the building, they are on a motion sensor and go off after an appropriate time. The committee changed to this sort of

light as previously the lights were being left on.

❖ **Tiny Forest:** grass higher than benches, needs weeding:

This is not within the P/O role – the extra work he does at the playing field/allotments etc., is his good will.

When we signed the agreement for the Tiny Forest it did specify that we would undertake the minor maintenance i.e. water, weed and cut the grass if required – if you can volunteer an hour of your time when you are at the field to do a spot of weeding please do so – you don't need to ask permission.

- **Locking Summer Fete – Scouts:**

Have requested permission to put up their banner advertising the fair one week before the date.

Clerk has received a copy of their public liability insurance and awaiting their risk assessment.

The Triangle – new gated has been sorted and looking at replacing the post as well.

- **Parish Hall car park fence:**

It looks like a vehicle has reversed into the fence causing to bow into the car park – next to the tree.

No one is sure of date or time – CCTV does not cover that area. Door knocked nothing see or heard

**b) Correspondence: None**

**c) Items for next Agenda: None**

**There being no further business the meeting Chairman closed the meeting at 8.12pm.**

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

**The next meeting of Locking Parish Council's Assets and Amenities Committee will be held on 17 July 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.*