



LOCKING PARISH COUNCIL



The Village Hall, Grenville Avenue, Locking, BS24 8AR
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Minutes of a Meeting of Locking Parish Council held on Thursday 4th May 2017 at 7:30pm in Locking Village Hall, Grenville Avenue, Locking

Meeting opened: 7:30pm

Meeting closed: 9:45pm

Present: Councillors: Bill Bearsby (Chairman), M Cooper (Vice Chairman) P Lacey, E Ap Rees, W Ashdown, C Blinco, C Dumbell, P Fowler, J Keate, L Mason, S Washington, Mrs M Cooper

Also in attendance: The Clerk & 2 members of the Public (MOP)

MATTERS FOR DECISION

C1(17-18) 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.

RESOLVED: That Cllr Mr M Cooper be elected as Chairman.

C2(17-18) 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.

RESOLVED: Deferred until next full Council meeting.

C3(17-18) 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.

RESOLVED: That Cllr Mr C Blinco be elected as Vice Chairman.

C4(17-18) To receive Apologies for absence and to approve reasons where appropriate –
None Received

C5(17-18) To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations.

RESOLVED: Declarations of interest were received from Cllr Mr M Cooper item 16c, Cllr C Dumbell item 16c, & Cllr S Washington item 10c.

PUBLIC PARTICIPATION

C6(17-18) To receive and hear any person who wishes to address the Council, upon prior notice being received.

a) Police Report – An electronic report was received and circulated before the meeting.

b) District Cllr/Liaison Officer Report – Nothing to report

c) St Modwen / GVA – A report was received and circulated before the meeting. – Continue to work through the technical matters with officers on the former Moss land application. Cllr C Dumbell has asked for clarification on several points regarding progress.

MATTERS FOR DECISION

C7(17-18) To receive and confirm the Minutes of the meeting held on 23rd March 2017 and 6th April 2017

RESOLVED: That the Minutes of the Council meeting held on 23/03/17 & 06/04/17 (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.

C8(17-18) Finances:

a) **To receive and note the Bank Reconciliation for March 2017. NOTED** (signed by Cllr Dumbell)

b) **To receive and approve monthly expenditure for April 2017. Agreed** (signed by Cllr Mr M Cooper)

c) **To receive and note the Petty Cash account. NOTED** (signed by Cllr Mr M Cooper)

d) **To receive and sign Annual Governance statement.**

RESOLVED: That the Annual Governance Statement be completed and approved and duly signed by the Chairman and Clerk/RFO.

e) **To receive and sign F/Y 2016 /17 Annual Accounts.**

RESOLVED: That the Annual Accounts be completed and duly signed by the Chairman and Clerk/RFO.

C9(17-18) Regular Reports: To receive and note the following regular reports:

- a) ALCA - Nothing to report.
- b) CPRE – Next meeting is to be held on the 8th May.
- c) PC Committees & Working Parties – Cllr C Dumbell reported that the Policy Documents were to be amended and signed off within the next 8 weeks.
- d) Locking Parklands & Winterstoke S/holders. Next meeting to be held on the 24th May. See attachment.

C10(17-18) Planning:

- a) **Elm Grove Nursery** – Nothing to report.
- b) **Proposed Planning application for development outside Village Fence.** Not on Planning register as yet. Councillors agreed to meet with developer to discuss proposal.

C11(17-18) Confirmation of membership of Committees, Working Parties and Representatives:

Last Year's List:

- | | |
|---------------------------|---------------------------|
| a) Executive Committee | g) Planning Working Group |
| b) Hall & Park Committee | h) Reviews Working Group |
| c) Estates Committee | i) Finance Working Group |
| d) Staffing Working Group | j) H&S Working Group |
| e) Grievance Committee | k) Newsletter Editors |
| f) Appeals Committee | l) ALCA, CPRE, |

RESOLVED: Membership of all Committees & Working Parties was agreed.

C12(17-18) Internal Auditor: To agree the appointment of the Internal Auditor for the FY 2017/18.

RESOLVED: That Mr Phil Smith continues as the Council's Internal Auditor

C13(17-18) Confirmation of dates of meetings for the Council year 2017/18: To agree the first Thursday of each month for full Council meetings and the 3rd alternate Thursday for Committee meetings..

RESOLVED: That these dates be accepted.

C14(17-18) Internal Auditors Report: To consider this report and take appropriate action if required. A report was received and circulated before the meeting. "It was recommended that the Council should put in place an annual review of all policies and operating procedures so that it can confirm their suitability and robustness to maintain good financial controls, governance and working practices as an employer. A review has not taken place since 2015 although in reviewing the documents I believe them to be relevant and fit for purpose". A draft Risk Assessment was left with the Clerk to be discussed and reviewed with the Finance Working Group.

C15(17-18) Allotment Paths: To consider quotes received for improving paths and decide on course of action.

Deferred to next Full Council meeting. Clerk to obtain like for like quotes.

C16(17-18) Allotment Requests:

- a) **To consider a request to put up additional roofing on shed and hang a small tarpaulin on sunny days by the Ark Pre-School.**

RESOLVED: Proposed & seconded that as this has been done then leave as is and to be reviewed in 12months. **CARRIED.** Clerk to write to Ark Pre-School informing them of the situation.

- b) **To consider a request to put a greenhouse on plot 11B.**

Permission not granted as per allotment rules. Clerk to write to allotment holder.

C17(17-18) Estates Asset Check: To discuss and agree date for check. Date agreed as Thursday 11th May.

C18(17-18) Overgrowing Vegetation in Village: To discuss and agree way forward.

Clerk to send polite letter to residents concerned with a copy going to Cllr Ap Rees.

Article to be placed in Looking @ Locking.

C19(17-18) Plumley Crescent Parking: To discuss and agree course of action. It was agreed that a survey should be carried out as soon as possible and suitable contractor to be identified.

C20(17-18) Toddlers Play Area Fencing: To consider any quotes received for replacing the fencing.

Decision deferred to next Full Council meeting as quotes were not like for like.

C21(17-18) Street Lights Lantern Replacements: To consider and decide on quotes received for upgrading to LED lights and accept the appropriate quote.

RESOLVED:

Proposed and seconded that a revised quote should be requested from the preferred bidder: **CARRIED.** Cllr Paul Fowler was thanked for his work regarding these Street Lights.

C22(17-18) Parish / Neighbourhood Plan. A report was received from Cllr Mike Cooper and was circulated before the meeting. Cllr Cliff Dumbell suggested that we invite Butcombe Brewery to our next Full Council meeting as they have taken over running the Coach House pub which is a community asset. See attached.

C23(17-18) Looking @ Locking:

- a) **To consider quote received and decide on changing Printer. Proposed and seconded that more investigation needed to be carried out: CARRIED: Deferred until next Full Council meeting.**

- b) **To consider and decide on quote received for delivery of L@L. Deferred until next Full Council meeting.**

C24(17-18) Parish Hall Lighting: Update on progress. One quote received. Clerk to obtain another quote.

C25(17-18) Procedures for Agendas and Minutes: To discuss and agree procedures.

Cllr John Keate stated that we should be more specific and have tighter objectives. Proposed & seconded that any adjustments that should be made to minutes should be notified to the Clerk as soon as possible by email and CC the Chairman.

C26(17-18) Cheque Signing: Update. Clerk reported that in addition to the normal cheque signing procedures. A list of all payments made in each month will be presented at each Full Council meeting and to be signed by two Councillors.

C27(17-18) Correspondence & Clerk's Report: To receive the Clerk's report and note any correspondence received since the last meeting that is not an item on the Agenda (attached).

The Clerk requested that a member of the FWG should review the Asset register spreadsheet with the Clerk within the next two months. Minutes of March Meeting to be corrected as requested by Cllr C Dumbell.

PART II

C28(17-18) Exclusion of the press and public.

(The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item/s below by reason of the confidential nature of the item/s of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960).

C29(17-18) FC Locking: Council discussed the letter received from FC Locking dated 26th April 2017 and agreed to respond to each point in full.

There being no further business the meeting Chairman closed the meeting at 9:45pm.

Signed (Chairman).....

Date.....

The next meeting of Locking Parish Council will be at 7:30pm in Locking Parish Hall on Thursday 1st June 2017.