



# LOCKING PARISH COUNCIL



The Parish Hall, Grenville Avenue, Locking, BS24 8AR  
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**Minutes of a Meeting of Locking Parish Council's Extraordinary Estates Committee held on  
Thursday 18th April 2019 at  
Locking Parish Hall, Grenville Avenue, Locking**

Meeting opened: 7:30pm

Meeting closed: 9:15pm

**Present: - Cllrs: - Paul Fowler (Chairman), Bill Bearsby (Vice Chairman) John Keate, Peter Lacey & Ex-Offico Mike Cooper, Paul Jones.**

Also in attendance: The Clerk and two representatives from Locking Park FC

## MATTERS FOR DECISION

- E60) To receive Apologies for absence and approve reasons where appropriate.**  
None
- E61) To receive Declarations of Interest by Cllrs and to consider any written applications for dispensations –**  
None received

## PUBLIC PARTICIPATION

- E62) To receive and hear any person who wishes to address the committee –**

**Standing Orders Suspended to discuss the following item:**

**Item 8 a) Playing Field** – the Estates Committee welcomed the 2 representatives from Locking Park FC (LPFC) who put forward the following:

- a) To clear out the container and changing rooms – Agreed that the Chairman would meet with LPFC to view the state of the container and changing rooms and report back to the clerk if any equipment or items of value were still stored there from the previous leaseholder.
- b) Agreed that if there were any such items stored the Clerk to contact previous leaseholder and advise them to remove it ASAP, if still situ by next Committee Meeting the Committee would make a decision as to what to do with any items remaining.
- c) LPFC have a set of keys, it was unclear as to what was held in the Parish Office – Clerk to investigate and report back
- d) LPFC confirmed that the pitch had been cut last week and that they had two home games to play before end of season.
- e) LPFC would like to mark out a smaller pitch for U12 – enquired as to what fees would be
- f) Pre-season preparation for next season would begin August 2019
- g) Changing Room – Requested permission to alter the changing rooms i.e. take down dividing wall between the two sets of changing rooms to make one big room. Estates Committee requested drawings and estimates before a decision could be made.
- h) LPFC advised that a Presentation evening would be held on 28<sup>th</sup> May 2019 at the Coach House and this is an open invitation to the Parish.

LPFC were thanked for their time and left the meeting.

Estates Committee discussed the above and the future of the playing fields at length and Agreed the following:

- a) That a Policy should be in place for the future use of the Playing Field.
- b) Agreed to set up Working Group to put forward a Policy for Playing Field – Cllr Fowler, Cllr Jones, Cllr Bearsby and Cllr Lacey would take this forward
- c) Agreed that the Working Group would set Terms of Reference and Memorandum of Understanding
- d) Agreed that this be deferred until the next full Parish Council meeting in June 2019
- e) Agreed that Working Group would present their recommendations to Full Council in June
- f) Clerk to contact Somerset FA and enquire if they hold a model contract for pitch and facility hire

### **Standing Orders Resumed**

## **MATTERS FOR DECISION**

**E63) Minutes of Meeting:** To confirm the Minutes of meeting held on 21<sup>st</sup> February 2019

**RESOLVED:** That the minutes of the committee meeting held on 21/02/2019 (previously circulated), be taken as read, agreed as being a true and correct record, and as a consequence, signed by the Chairman.

**E64) Finance:**

- a) To approve the bi-monthly expenditure 22/02/2019 to 18/04/2019)

**RESOLVED:** The bi-monthly expenditure report was approved.

- b) To note the budgetary control report (01/04/18 to 21/02/19) **NOTED with one amendment**

**E65) Reports:** To receive brief reports (if available (and take any actions if required)) from:

Parish Orderly/Dog Bin Coordinator – Both roles were being combined at the moment. The litter bin near the Church is still being miss-used as a household waste bin. Recycling by NSC Contractor is leaving a trail of rubbish in its wake – the parish Orderly is spending 4-5 hours picking up the rubbish.

Agreed Clerk to write to NSC and ask that they pay a portion of the Parish orderly daily rate to compensate

**E66) Overseers: To receive reports for the following:**

1. Playing Field/The Triangle – Report from:
  - a) Group Scout Leader – Gareth Coombes: Over 150 nights with young people in the field to having a caravan dropped off for us. Over 120 young people in a scout group meeting 6 times per week in all weathers. We are looking to put in up a new fence and possibly a field shelter (item 11)
  - b) Member of the public had reported their concerns regarding an old entrance to the field on Old Banwell Road which they considered to be a danger to vehicles - Agreed Cllr Keates would investigate and report.
2. \*PROWS – No report received
3. Allotments:
  - a) There were a number of allotments now available for rent – Clerk confirmed that there was a waiting list. Agreed for the Clerk to contact those on the waiting list.
  - b) It was noted that there were Allotments that were not being maintained as per the Allotment Agreement – Agreed that the Clerk write to the holders asking their intentions for the plot.
4. Open Spaces – No report received.

**E67) Estates Committee Terms of Reference:  
Accepted and Agreed with one amendment**

**E68) Allotments Paths: Update:**

- a) Cllr Paul Fowler reported that he would be meeting with a company who could supply a quote in order to finish the work on the paths.
- b) Clerk to contact NSC regarding improving the path leading from the Allotments to the Church.
- c) Overhanging vegetation onto allotment footpath – chairman had walked through this area and reported no issues at this time but would monitor the situation – Clerk to update member of the public.
- d) Signage: Review regarding dog walking, signage is appropriate. Acknowledged that the path in question is PROW Agreed no further action.

**E69) Overgrown Vegetation: Update:**

- a) The Homefield area and area near the garage leading from Elm Tree Road onto the A371 needs to be addressed by NSC as spring approaches and growth starts to takeover. Clerk reported that this had been raised with NSC
- b) Church bus stop at The Green down to the chemist on Grenville Ave has become overgrown – clerk to contact NSC

**E70) Triangle: Consider a request from Locking Scout Group to:**

- a) Erect a field shelter (temp shelter: the plan supplied did not give enough details to make a decision. Clerk to requested dimensions and materials to be used also have scouts checked with planning that this would be allowed.
- b) Repairs to fencing comes under their lease, therefore repairs are the responsibility of the Scouts. However the Estates Committee would like to be informed of the proposed height and materials to be used. Clerk to write and request details for the above projects. Clerk to suggest to Scouts that they could apply for grant to help with cost of fencing should they require any assistance.

**E71) Coronation Garden: Work completed**

**E72) Park & Stride Car Park:**

- a) Car Park maintenance fund: Cllr Dumbell and Cllr Lacey indicated that Locking Primary School would be agreeable to a 50/50 split for maintenance costs. Agreed to contact the Locking Primary School and set up a new working agreement.
- b) Weed Treatment of bunds: Agreed the clerk to contact grass cutting contractor to weed the bunds
- c) Cllr volunteer to sit on joint committee – Deferred until next Estates meeting

**E73) Raised beds and tubs in the Parish:**

- a) Siting of the new flower beds: Confirmation received from NSC that they could see no issues but the Parish Council would need to maintain the grass around them and to ensure that they would not be blocking access to any services under these verges as they utilities would have a right to access.
- b) Collection of plants – Clerk to contact Cllr Washington as to what the arrangements were.
- c) New flowers beds – discussion as to who would be building these new beds and what were the agreed dimensions/materials to be used. Agreed that Clerk contact Parish Orderly to see if he could build these. Agreed that Cllr Keate would look in to materials/costs etc., and update the Clerk.

**Next Agenda items:**

Signage at the Playing Field

There being no other business the chairman closed the meeting at 9.15pm.

Signed (Chairman).....

Date .....

**The next meeting of the Locking Parish Council Estates Committee will be Thursday 20<sup>th</sup> June 7.30 pm in Locking Parish Hall, Grenville Avenue.**

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