



# 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 9th May 2019 at 7:30pm in Locking Parish Hall, Grenville Avenue, Locking

Meeting opened: 7:30pm

Meeting closed: 9:20pm

**Present:** Councillors: J Keate (Vice Chairman) P Lacey, Mrs W Ashdown, P Fowler, L Mason, W Bearsby,

**Also in attendance:** The Clerk, Temp Assist Clerk & 3 members of the Public (MOP)

### MATTERS FOR DECISION

**C1 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 Paul Jones be elected as Chairman (in his absence).

**C2 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 Parish Council Meeting on 6<sup>th</sup> June 2019.

**C3 Retiring Chairman Mr M Cooper left the meeting, members RESOLVED** to appoint Cllr W Bearsby as temporary Chairman for item C4

**C4 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 J Keate be elected as Vice Chairman.

**LPC would like to thank Retiring Cllr Mike Cooper and all other retiring Councillors for their contribution to Locking Parish Council over the years.**

**C5 To receive Apologies for absence and to approve reasons where appropriate – Cllr P Jones**

**C6 To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations. None received**

### PUBLIC PARTICIPATION

**C7 To receive and hear any person who wishes to address the Council, upon prior notice being received.**

- a) UnitaryCllr/Liaison Officer Report – None received. Clerk to issue invitation and Parish Council date's to Unitary Cllrs
- b) Police Report – An electronic report was received and circulated before the meeting.
  - Village crimes recorded 29 for the period 01/04/2019 – 30/04/2019:
  - Suspicious Person/vehicle 6
  - Harassment/Threats 2
  - Domestic Related 2
  - Road Related 4
  - Concern for Welfare 2
  - Abandoned 999 Calls 8
  - Theft 1
  - Anti-Social Behaviour 3
  - RTC 1
  - Public Order 1

The Beat team will continue to undertake regular patrols in the parish to deter rural crime, provide reassurance and make residents feel safe and be safe.

- c) Member of the Public made the following comments
1. thanked the Councillors present for standing for election, and wished them the best of luck
  2. He also thanked the Parish Council for the handling of the Travellers removal from the Playing Field.
- d) Member of the Public made the following comments:
1. Congratulations to our two new District Councillors. Can I urge the Council to seek assurances from both our D/Councillors that, over the next 4 years, they will constantly campaign alongside the Parish council and residents against all contentious and unwanted development planning applications outside the settlement boundary and resist any attempts to re-classify the Locking as something other than an Infill Village in local plan terms
  2. Well done on a peaceful removal of the Travellers, can we ask the Council to take whatever pre-emptive measures are possible to prepare for any further possible incursions over the next few months, particularly at Bank Holidays.
  3. Can I ask the Parish council to strongly rebut the amended planning application for land East of Tranchard Road and forward to NSC the original letter of objections as I cannot find it on the Council website
  4. Can the Council please chase Phil Bush NSC who promised on 27/03/2019 to arrange a one-off visit to clear the A371 gullies. It hasn't been done

### **MATTERS FOR DECISION**

#### **C8 To receive and confirm the Minutes of the meeting held on 11<sup>th</sup> April 2019**

**RESOLVED:** That the Minutes of the Council meeting held on 11/04/2019 (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.

#### **C9 Finances:**

**a) To receive and approve monthly expenditure for April 2019**

Agreed (*signed by Cllr W Bearsby*)

**b) To receive and note the Bank Reconciliation for March 2019.**

Noted (*signed by Cllr W Bearsby*)

**c) To receive and agree any Grant applications.**

None received

**d) To receive and sign Annual Accounts Section 1 (Annual Governance Statement).**

**RESOLVED:** Deferred to next Parish Council Meeting 6<sup>th</sup> June 2019.

**e) To receive and sign Annual Accounts Section 2 (Accounting Statements 2018/19).**

**RESOLVED:** Deferred to next Parish Council Meeting 6<sup>th</sup> June 2019.

**C10 Co-option** – There are 8 vacancies on Locking Parish Council following the 2019 Elections and the Parish Council is under a duty to fill those vacancies by co-option. Members to agree Co-option strategy to address this matter:

To receive and approve draft Co option policy document – **RESOLVED** To adopt Co option Policy Document with no amendments,  
Clerk to send relevant documents to candidates

**C11 Regular Reports:** To receive and note the following regular reports:

- a) CPRE Cllr C Dumbell reported There has been no meeting since the last LPC meeting – the next one is scheduled for 13<sup>th</sup> May. Some prioritisation of casework by the NS Committee will needed over the next 3 months due to bereavement in the immediate family of our Chair.
- b) PC Committees & Working Parties – No reports received.

c) Locking Parklands Stakeholders – Next meeting is 1<sup>st</sup> week in June.

d) Winterstoke Stakeholders No meeting held.

#### **C12 Planning:**

**a) 18/P/5188/OUT Bristol Airport** land north side road of Felton – RESOLVED to resubmit previous comments

**b) 18/P/3038/OUT Land to the West of M5 and East of Tranchard Road – up to 93 dwellings.**

Amendments to the planning application received – RESOLVED to re submit Parish Council's views dated XXXX

**c) Laney's Drove update. Application still showing as 'Appeal not specified' 'Decision Not Known'**

#### **C13 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) CPRE,                  |

RESOLVED Due to the small number of Parish Councillors membership to committees be suspended until after co options.

**C14 Internal Auditor:** To agree the appointment of the Internal Auditor for the FY 2019/20.

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

**C15 Internal Auditors Report: No actions required.**

Retiring Clerk Colm Doherty was congratulated and thanked for his hard work.

**C16 Confirmation of dates of meetings for the Council year 2019/20:**

- The first Thursday of each month for full Council meetings and the 3<sup>rd</sup> alternate Thursday for Committee meetings.
- Annual Parish Assembly be held the 4<sup>th</sup> Thursday in April (annually)

RESOLVED that these dates be accepted.

**C17 Standing Orders and Supplementary Provision for Standing Orders:**

RESOLVED to adopt without amendments

**C18 Locking Parish Council Risk Assessment Review 2019/20:**

RESOLVED to adopt with no amendments

**C19 LCR Subscription: Agreed to NALC members 1-3 Subscription £17.00 each.**

Clerk enquire if this could be sent electronically

**C20 Parish Council Insurance – Agreed to pay the annual amount of £1801.17**

Clerk to enquire as to whether the damage to playing field via the Travellers could be covered by the above.

**C21 Emergency Documents –** it was noted that the documents had not been update for sometime

RESOLVED to defer until after Co options

**Suspend Standing Orders 20.32hrs**

**C22 Road Traffic Management: To agree retrospectively on action to stop traffic going wrong way down Mendip Rise from Old Banwell Road – AGREED**

Member of the Public - a resident of Mendip rise wished to make the following comments/observations:

- Immediate neighbours are pleased that NSC are trying to address the problem at both the top and bottom of Mendip rise. Their comments are as follows though:

- At the top of the road it is felt that the main problem is contractor's vehicles and delivery lorries (mainly from out of the village). The proposed narrowing should hopefully mainly address this.
- At the bottom of the road, however, it is felt that the issue is largely from domestic vehicles – particularly from Lime close (including vehicles entering/exiting the school grounds) but also from visitors to houses. It is suggested that to calm traffic and deter violators it would be much better to have additional signing, road markings etc., close to where Lime close meets Mendip rise; by the time offending traffic reaches the proposed barrier at the bottom of MR it is nearly out of the road into 2 way traffic, and has reached a significant speed (barrier or no barrier)

## **Resume Standing Orders 20.42**

### **C23 Projects Update:**

- a) Coronation Garden – excellent feed back from a member of the public regarding the new fence
- b) Adult Exercise Equipment – Appeared to be well used by all age groups

### **C24 Parish Hall Flooring:** To receive a list of Structured Engineers from the Clerk:

The clerk had a list of 3 Structured Engineers and also suggested that as the Council had previously engaged with a structural engineer a few years ago, and they had given recommendations would it be best to contact them and ask them to revisit their report – AGREED to contact the original Structural Engineer

To decide next course of action – RESOLVED to defer until advice received as above.

**C25 Neighbourhood Plan Update** – No update received. Clerk advised that the grant that had been issued was now up for review and we would be contacting their office next week to ask for an extension.

### **C26 Flooding update and next steps:**

Aquablast report had been received – Disc to Cllr Lacey to produce copies for each Cllr to view. Flooding Working Group to view the report and update at next Parish Council meeting

**C27 SLCC Membership:** RESOLVED to pay the subscription amount £262

**C28 EDF Energy** – clerk advised that the Tariff end June 2019. Awaiting new tariff from EDF in the meantime, online tariff advertised will increase by 25%. Clerk will be contacting comparison sites next week to ascertain if this is the best quote available.

**C29 Old Banwell Road Speed Limit – Update.** No update received. Council noted that 30mph sign had been moved without consultation.

**C30 Street Lighting Maintenance Contractor** – Centregreat advised that they would arrange a meeting with the Council in due course

## **Suspended Standing Orders 20.50**

**C31 Blue Cycle Signs A371 update** - Former Unitary Cllr ap Rees requested that the signage be taken down and a consultation take place with the newly elected Council.

Member of the public commented that the Spinney was not a cycle path and bicycles could only be pushed and not ridden. He was also a member of the Local Access Forum and would be happy to offer advice etc., should the Council require it.

## **Resume Standing Orders 20.55hrs**

### **C32 Clerk's Report**

Clerk updated on the Travellers eviction and advised that Spencer Jacob from NSC had made a site visit to the field to offer advice on target hardening in company with the Chairman, Cllr Keate, and former Cllr Cooper and also the Clerk. The Clerk advised that target hardening should be a priority for the Council as the playing fields could still be vulnerable.

Clerk advised that she had contacted Biffa for a quote on the clean-up. Biffa had advised that they would complete a site inspection that evening and a quote should be available Tuesday 14 May at the earliest.

## **PART II**

**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).*

**C33 Clerks Contract of Employment, Terms and Conditions:**

- a) To receive recommendations on above from the Staff Working Group - AGREED
- b) To retrospectively agree increase to Clerks hours from 30 to 35hrs per week - AGREED
- c) To agree and amend the probationary period - AGREED
- d) To agree objectives - AGREED
- e) To confirm and agree correct pay scale as per NALC 19/20 recommendations – SCP 20 AGREED

**21.10hrs Cllr P Lacey left the meeting**

**C34 Parish Orderly to receive recommendations from the Staff Working Group and agree the following:**

- a) Parish Orderly Job Description - AGREED
- b) Contract of Employment/Terms and conditions - AGREED
- c) Salary pay scale - AGREED
- d) Probationary period - AGREED
- e) Set objectives - DEFERRED
- f) Interview panel and dates – Interview Panel AGREED. Clerk to forward potential date/time for interview.

There being no further business the meeting Chairman closed the meeting at 9:20pm.

Signed (Chairman).....

Date.....

**The next meeting of Locking Parish Council will be at 7:30pm held in Locking Parish Hall on Thursday 6<sup>th</sup> June 2019.**