



LOCKING PARISH COUNCIL



The Parish Hall, Grenville Avenue, Locking, BS24 8AR
Telephone 01934 820786 E-Mail:- ipcclerk@talktalkbusiness.net

**Minutes of a Meeting of Locking Parish Council's Estates Committee held on
Thursday 20th June 2019 at
Locking Parish Hall, Grenville Avenue, Locking**

Meeting opened: 7:30pm

Meeting closed: 8.55pm

**Present: - Cllrs: - Cllr Paul Fowler (Chairman), Cllr Bill Bearsby (Vice Chairman) Cllr L Mason,
Cllr Mrs W Ashdown, Cllr Ms J Roberts & Ex-Officio Cllr Paul Jones, Cllr John Keate**

Also in attendance: The Clerk

MATTERS FOR DECISION

- E73) To Elect a Chairman**
RESOLVED: That Cllr Paul Fowler be elected.
- E74) To Elect a Vice Chairman**
RESOLVED: That Cllr Bill Bearsby be elected.
- E75) To receive Apologies for absence and approve reasons where appropriate.**
Cllr Lacey
- E76) To receive Declarations of Interest by Cllrs and to consider any written applications for dispensations –**
None received

PUBLIC PARTICIPATION

- E77) To receive and hear any person who wishes to address the committee – None**

MATTERS FOR DECISION

- E78) Minutes of Meeting:** To confirm the Minutes of meeting held on 18th April 2019
RESOLVED: That the minutes of the committee meeting held on 18/04/2019 (previously circulated), be taken as read, agreed as being a true and correct record, and as a consequence, signed by the Chairman.
- E79) Finance:**
a) To approve the bi-monthly expenditure (01/04/2019 to 20/06/2019)
RESOLVED: The bi-monthly expenditure report was approved.
b) To note the budgetary control report (01/04/2019 to 20/06/2019)
RESOLVED: The bi-monthly budgetary control report was approved.

- E80) Reports:** To receive brief reports (if available (and take any actions if required)) from:

Parish Orderly/Dog Bin Coordinator:
All dog bins in good order and emptied weekly
All public footpaths have been strimmed twice this year

Two new fence posts put up Byron Road end of allotments

Bus shelter has been cleaned

Rubbish bin by Church bus stop still being filled with household rubbish – **AGREED** Clerk to obtain signage for litter bin stating 'No Household Rubbish'

E81) Overseers: To receive Volunteers for the following:

1. Playing Field/The Triangle – Cllr Keate
2. *PROWS – Cllr Fowler
3. Allotments – Cllr Fowler
4. Open Spaces – All members

E82) Playing Field:

The Working Group (Cllr Lacey, Cllr Fowler, Cllr Jones and Cllr Bearsby) met on 13 June where it was agreed that the following recommendations should be put forward for consideration:

- a) Match and Training Fees – **AGREED**
- b) LPC should purchase 2 sets of goal posts taking advantage of the grant available (£750 for two sets of posts). Nets will be supplied by clubs using the pitches – **AGREED** the Clerk to make the grant application to Somerset FA
- c) Locking Parish Council (LPC) should enter into an 'Interim Seasonal Arrangement' with Locking Park FC (LPFC) - **AGREED**
- d) LPFC will be a Preferred partner and Casual User of Old Banwell Road (OBR) football pitches and the changing rooms - **AGREED**
- e) LPC should contract for a Groundsman in order to maintain the upkeep of the OBR football pitches and surrounding areas. Scope of works to include grass cutting, line marking and general upkeep of the land – **AGREED** to go out to Tender
- f) LPFC and all other users should ensure that after use the changing rooms are left in a clean and tidy condition - **AGREED**
- g) LPC should obtain tenders to knock through the changing rooms to make two large rooms. It is understood that LPFC have already obtained quotations for this work. LPC may wish to obtain for consideration – **AGREED** that LPC will also look at reconfiguration of the current layout and obtain quotes
- h) LPC to install 'beware of ditch' signage around new ditches and at the main gate where a sign indicating ownership should be placed, furthermore the sign at the main gate will also indicate 'no parking' in front of the gates – The Clerk had obtained a quotation for 'Beware of ditch' signs. This quotation was for the supply and installation - £935.40 inc VAT **AGREED** that the Clerk obtain quotation for signage only, due to health & safety concerns it was also **AGREED** that LPC Chairman Cllr Jones make the final approval of quotation. It was also **AGREED** that Cllr Keate obtain posts and install.
- i) LPFC to be reimbursed the cost of the combination lock installed on the metal gate that provides access to the playing fields, receipt to be supplied to LPC Clerk - **AGREED**
- j) LPC to consider the suggestion of an agreement with Locking Primary School for the use of OBR Playing fields and to use that agreement in the event of an illegal encampment by travellers – **AGREED** to Defer to Full Parish Council Meeting on 4th July.
- k) Expert Risk Assessment – As the Playing Field had additions added i.e. bund/ditch it was **AGREED** that a Expert Risk Assessment be carried out by RoSPA for the sum of £450 plus VAT
- l) Old Field Entrance – Cllr Keate confirmed that this was now closed off.
- m) Dispose of old equipment in Container – pitch liners leave for the moment
- n) Hedge Cut – Clerk to contact Ray Lewis

E83) Raised Flower Tub:

- a) & b) Cllr Paul Fowler advised that a site visit be carried out. Clerk to contact ex Cllr to ascertain locations for new flower beds.
- c) Cllr Keate advised that wooden tubs were £45 each. Sleeper prices varied depending on type required.

- d) Parish Orderly be approached re building of flower beds. Planting is covered under his role specification. Cllr Mrs Ashdown to put an item in the next edition of Looking at Locking re beautification of Locking and volunteers/adoption of flower tubs and beds.

E84) Park & Stride Car Park:

- a) Update from the Clerk – there had been a mix up over head teachers email address this had now been sorted and head teacher had all emails relating to Park & Stride Agreement
b) Cllr Keate & Cllr Mrs Ashdown volunteered to sit on joint committee – next meeting 27 June 2019 9am at the Car Park. Clerk to inform Joanne Jones Head Teacher.

E85) Allotment & Allotment Paths:

- a) To receive a quote for refurbishment of footpath – **AGREED** to consider this as a project for next year 2020/21. In the mean-time Cllr Ms Roberts would look into grants available for PROWS.
b) Update from NSC PROWS Officer Adrian Woolcott – He advised that he had walked the footpath on 29th April and apart from some cow parsley the path was all in order.
c) Poorly maintained allotment plots – Clerk updated that all allotments identified in a poor maintained state had been contacted – a number were identified as not being used. These allotment holders had been contacted to confirm that this was the case and have been re-let to members of the public who were on the waiting list.

E86) Fallen Tree Playing Field:

Quotation received to clear fallen tree and disposal of all brash and logs **AGREED** Cllr Fowler in the first instance to contact former Cllr to see if he wanted to remove for personal use if not then **AGREED** that quotation be accepted.

There being no other business the chairman closed the meeting at 8.55pm.

Signed (Chairman)..... Date

The next meeting of the Locking Parish Council Estates Committee will be Thursday 15th August 2019 7.30 pm in Locking Parish Hall, Grenville Avenue.