



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 July 2019 at 7:30pm in Locking Parish Hall, Grenville Avenue, Locking

Meeting opened: 7:30pm

Meeting closed: 9:40pm

Present: Councillors: P Jones (Chairman) J Keate (Vice Chairman) P Lacey, Mrs W Ashdown, L Mason, W Bearsby, Ms J Roberts, E ap Rees

Also in attendance: The Clerk, Unitary Cllr Terry Porter & 6 Members of the Public (MOP)

MATTERS FOR DECISION

- C60 To receive Apologies for absence and to approve reasons where appropriate –**
Cllr Paul Fowler, PCSO M Benfield
- C61 To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations. None received**

PUBLIC PARTICIPATION

- C62 To receive and hear any person who wishes to address the Council, upon prior notice being received.**

- a) UnitaryCllr/Liaison Officer Report –Cllr Porter reported on the following:
There is little to report at present as there is a new administration for North Somerset Council. Most of the items are those in progress when the new council took over. They have held back on some items that do not require immediate decisions.

However, the new leader of the Council Councillor Donald Davis did introduce a **Governance Reform details are**

“This Council is committed to a reforming agenda and as part of that agenda it will review the authority's democratic structure to ensure that we have a council which is more accessible, open, transparent and sustainable. In order to fulfil these commitments a Governance Reform Working Group is to be established, reflecting political balance, to review existing governance arrangements and bring recommendations for change to this Council at the earliest opportunity. The review will look specifically at:

- The most effective way of creating an inclusive, open and transparent system decision-making structure to supersede the current model;
- Opportunities for greater devolution of responsibilities to and partnerships with Town and Parish Councils (should they so wish) and further collaboration with the voluntary sector;
- Options for greater decision-making and/or budget holding by empowered ward Councillors or area groupings of North Somerset Councillors;
- Increasing opportunities for residents, local stakeholders, and town and parish councils to comment upon and influence decisions of the council;
- Ensuring that the new decision-making process balances speed of execution with the need to consult to ensure optimal decision making for our communities;
- The use of collaborative ways of working and technology.

This will enable the authority to provide the best possible services, promote fairness and reduce inequalities creating a better North Somerset for all, provide opportunities for growth and deliver a financially secure local authority.

The working group will produce a first report for consideration at September's council meeting and the new structure is to be in place on or before the 2020-21 Annual Meeting in May 2020.

The working group will consist of 12 members, chaired by Cllr Paul Gardner and be given support by the Local Government Association.”

- b) Police Report – An electronic report was received and circulated before the meeting. Village crimes recorded 39 for the period 01/06/2019 – 30/06/2019 and noted by the Council. 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. Locking Parish Council felt that this report did not give enough detail and particularly to the outcomes of crimes committed in our area. **AGREED** that the Clerk write to Sector Inspector requesting a more detailed report

SUSPENDED STANDING ORDERS AT 19.40HRS TO DISCUSS ITEM 16 – AGREED

C63 Flooding – Update from Working Group - None received

- a) To receive confirmation of ownership of the Pond – the Clerk had obtained copy Title Deeds and Plan of Playing Field from HM Land Registry, confirming ownership. Parish Council archives reported that a number of documents had been registered with HMLR – Clerk advised that copies would be held within archived files which she will need to investigate further
- b) To receive a quotation's for excavating the slit from existing Pond at the playing field – Awaiting quotation from another Company – Deferred until all quotations received.
- c) To receive cost of Gully Cleaning Equipment for the Parish – The Clerk had obtained a rough guidance to cost involved, this would also depend on various factors such as length and depth of the runs, ease of access, and how badly and solidly the gullies were blocked, pipework and amount of runs.
AGREED the Clerk to contact NSC and get a advice from NSC Officer regarding paying for extra gully clearing.

Member of the public who sits on the Flooding Work Group stated that he was in agreement with Cllr Fowlers views that the fall from the playing field into Primary School and Spinney did need to be looked at and the stormwater pond cleaned.

He also asked if the Clerk could chase up NSC with regards to a promise of a more detailed report to the one supplied – **AGREED** the Clerk to follow this up

Councillors noted his comments regarding:

The fall from the Playing Field into the Spinney.

Elm Tree Road pipe work and his suggestion that enlargement of the pipework at Elm Tree Road to receive water from the Spinney may be the answer.

He also confirmed that approx. 8 residents home suffered with internal flooding and he explained the stress and worry that this caused.

NSC Cllr Terry requested that all reports relating to the flooding be sent to him to look and take forward – **AGREED** the Clerk to forward all reports received.

RESUMED STANDING ORDER 20.10HRS – 5 members of the public left the meeting

MATTERS FOR DECISION

C64 To receive and confirm the Minutes of the meeting held on 6th June 2019

RESOLVED: That the Minutes of the Council meeting held on 06/06/2019 (previouslycirculated), be taken as read, agreed as being a true and correct record and as a consequence, signed by the Chairman of the meeting.

C65 Finances:

- a) **To receive and approve monthly expenditure for June 2019**
Agreed (*signed by Cllr B Bearsby*)
- b) **To receive and note the Bank Reconciliation for May 2019.**
Noted (*signed by Cllr B Bearsby*)
- c) **To receive and agree any Grant applications.**
None received
- d) To note the dates for advertisement Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return Accounts for the Year ended 31 March 2019 – these dates being: Monday 17 June – Friday 26 July 2019 - Noted
- e) To note that the Unaudited Annual Governance & Accountability Return Accounts for the Year ended 31 March 2019 had been submitted to the External Auditor on Monday 24th June 2019. Noted

C66 Chairman's Report:

- Councillors, this is my first report as Chairman following my acceptance and declaration. This last month has been a very busy period with a steep learning curve, I am grateful for all your advice and support.
- In my short time as chairman it has become obvious that we Councillors have so much in common. We are committed, passionate, enthusiastic people who really care about the village and expanding community. We give up our time freely in representing our parishioners and try to do our best to achieve positive outcomes.
- At this time with our numbers reduced there will be unfortunately more work for us to conduct together with the added pressure that extra work brings.
- As individuals we may on occasion hold differing views or opinions, we may not always agree or we may agree to disagree but in conducting our business it is important that we should behave in a courteous and respectful manner. In doing so, we will promote healthy discussion and debate, whilst negating behaviour which could be deemed unacceptable.
- I am pleased to state that the 'Hardening of the Playing Fields' is almost complete and I would like to offer my thanks to all as it was imperative that we as a Council acted quickly to effect the removal of the travellers and put into place preventative measures to resist further incursions. There has been some concerns raised in respect of certain completed works but I am confident that these matters can and will be resolved by the relevant Committee.
- A full risk assessment of the area is shortly to be conducted by ROSPA.
- With the agreement of our Clerk I have written to North Somerset Council to thank the officer concerned for promptly attending the playing fields to meet with Councillors following the illegal encampment and for providing professional advice to prevent further illegal incursions.
- I wish to thank the 'Estates Working Group' who together put forward proposals to the Estates Committee in respect of Locking Park FC and the use of the OBR playing fields by LPFC and other parties. The proposals were agreed by the Estates Committee and we are now moving forward with our preferred partner - LPFC.
- I can also report that the 'Renewal of the GP Lease Agreement' has been conducted and agreed for a further 3 years with provisions that either party can terminate the lease by giving 3 months' notice. Council was recently informed that the GP surgery will be moving to Locking Parklands within the next three years.
- All Executive Committee Meeting agendas and minutes are held by the Clerk and are available to view by Councillors should they wish to do so.
- Training - the Clerk and 3 Councillors recently attended a course concerning 'Code of Conduct for Councillors' which was held at the Town Hall, Weston-super-Mare. It is hoped that all Councillors will partake of new or refresher training opportunities which will become available later this year.

Future concerns;

- a) The closure of the A371 and the subsequent removal of the footbridge proposed 16 August 2019 – there may well be an increase in traffic being routed through the village
- b) The closure of the gate near the footbridge later this month
- c) The closure to the general public of the road and parking areas behind the Radio Wing as a consequence of the Temporary Primary School enlargement and new lease agreement – both closures will affect parents who currently use that area and gate in order to drop off children attending Locking Primary School

C67 Regular Reports: To receive and note the following regular reports:

- a) CPRE – Mr Dumbell reported that the next CPRE meeting was on 15th July 2019. Mr Dumbell had forwarded documents relating to Supplementary Planning & Housing expansion which had been disseminated by the Clerk to all Councillors. Mr Dumbell expressed his reservations. Mr Dumbell would take back the LPC issues raised in discussion to CPRE.
- b) PC Committees & Working Parties:
Park & Stride Joint Committee – Cllr Wendy Ashdown reported on the meeting held 27 June 2019:
Present : Councillors - John Keate, Wendy Ashdown
Mark Beamish (Car Park Project Manager)
School head - Joanne Jones
 - i. Clarification on entrance pathway:
Concerns raised by the school of the increased risk to children using car park who cannot access the safe walking footpath but are forced to walk back into the flow of traffic. This is due to the bund blocking the entrance to the pathway.

Request for Council to make a gap, double buggy wide for access back onto this pathway. Concern raised by JK that should this happen future travellers would be able to very easily move the rest of the earth and access the field to the right of the car park.

- II. Council advised that Rospa were due to do a risk assessment of the whole site next week and would incorporate a discussion about safe walking route for car park users. The date for the Rospa visit has been arranged for 23 July which was the earliest they could do it. The School is also to complete an EEC risk assessment.
- III. The school suggested that the Council put posts each side of the entrance. Concern was raised by JK that these could be pulled out and access gained by the travellers. This requires further discussion.
- IV. Concerns regarding water flow from new ditch
Ditch put in to address keeping travellers out. Need to revisit and address how ditch could be improved so that the school does not experience the flooding it has had since the new ditch was installed. The last rainy day the ditch was full right to the top and overflowing towards the school. Consultation and action required to remedy this problem.
- V. Signage
Signs that Clerk very kindly installed as an interim are now weather beaten and need replacing. New signs have been ordered and delivered and due to be erected shortly.
- VI. Height restricted gate
Concern from school that this would impede the coaches using the car park which arrive at least once a week. Further discussion needed.
- VII. Hardcore
Request from school that before any further hardcore is delivered could the Council contact the school who have plans of where drainage/banana shaped soakaway are placed, and therefore make best use of the hardcore.
- VIII. Miscellaneous
The school asked if the maintenance agreement needed to be renewed.
A suggestion from the school that if the Council tidied up a section of bund as WAGOLL (what a good one looks like), the school/parents may be able to take on as a gardening challenge/project.

Next meeting date is Thursday 17 October at 9.00am

The Clerk to contact Mark Beamish to request a copy of plans of where drainage/banana shaped soakaway are placed.

Cllr Keate confirmed that the signage had been installed

Park & Stride Agreement to be reviewed at the next Estates Meeting

- c) Locking Parklands Stakeholders – No meeting held
- d) Winterstoke Stakeholders - No meeting held.

C68 Planning:

- a. **19/P/1237/NMA – Land at Locking Parklands, Locking Moor Road, Locking –** non material amendment to application 16/P/1362/RM (Reserved Matters of access, appearance, landscaping, layout and scale for the erection of a primary school to include nursery, shared community facilities, associated car parking, bin & cycle storage, new sub-station, infrastructure and landscaping (2no sports pitches including 3G pitch) pursuant to outline planning permission 13/P/0997/OT2 to allow changes to position of entrance into school. **AGREED the following concerns to be raised:**
 - i. Lack of on-site school drop off parking for pupils and considers this will create a serious health and safety situation on the adjacent roads, especially Russell Road.
 - ii. Creating 40 spaces only for staff also sends out the wrong message to parents whom the school wants to walk their children to school.
 - iii. LPC believes that in conjunction with relocating the entrance, the off-road parking should also be rearranged to provide drop off spaces. We are concerned that parents will use the street and probably also the verges as parking spaces since the lay-bys are clearly insufficient.
 - iv. The plans also show no provision for school bus parking. Russell Road is clearly inadequate to provide on street parking for these dual uses.
 - v. The planning authority to confirm that the previously approved community access and out of hours community facilities remain unchanged. We can see no provision for parking off road for this, unless the staff parking area is intended for community use out of school hours.

- b. **19/P/1023/FUH – 1 Byron Road Locking BS24 8AQ** – Removal of front hedge and form new access and create parking area to front with 1m high fence (Retrospective) - Neutral
- c. **List of Enforcement cases by Parish – Locking – Noted**

C69 Project Review:

Cllr Bearsby updated Councillors on the current financial situation and counselled caution for the present time. It was **AGREED** that projects be looked at as urgent Health & Safety issues/concerns in the first instance until financial situation improves the review again.

It was noted that the projects were village centred as opposed to Parish centred, explanations as to why this was the case was discussed at length.

C70 Confirmation of membership of Committees, Working Parties and Representatives (Deferred from 9th May 2019): It was suggested that the following apply:

- a) Executive Committee – To remain as per Standing Orders
- b) Hall/Park & Green Committee – to remain all councillors
- c) Estates Committee – to remain all councillors
- d) Staffing Working Group – Executive Committee
- e) Grievance Committee – Executive Committee
- f) Appeals Committee – Executive Committee
- g) Planning Working Group – Executive or Urgent Full Parish Council Meeting
- h) Reviews Working Group – Executive Committee
- i) Finance Working Group – Executive Committee
- j) Health & Safety – Overall Executive Committee. H/P/G Committee, Estates Committee - each to be responsible for the areas covered by their Committee
- k) Newsletter Editor(s) – Cllr Wendy Ashdown
- l) CPRE – Mr C Dumbell
- m) Stakeholders – **AGREED** to remove Winterstoke Stakeholders from reports otherwise remains the same

AGREED to review at next Parish Council meeting

SUSPENDED STANDING ORDERS TO MOVE AGENDA ITEM 14 FORWARD

C71 Parish Hall Flooring

- a) Update from the Clerk with regards to temporary repair – Parish Orderly had agreed to carry out the repair during August when hall was not in use.
- b) To discuss and action issues raised by the Cleaner – Cleaner raised concerns with the Clerk regarding the current condition of the flooring in the main hall – **AGREED** to get quotations to sand the parquet flooring and seal with a non-slip material/substance.
He also raised concerns regarding the condition of the rest of the Parish Hall flooring, as he could not lift off the stains/scuff marks which were now ingrained in the flooring, also the front door mat needed replacing. Comments noted. **AGREED** Clerk to purchase appropriate door mat.

STANDING ORDERS RESUMED

C72 Play Equipment:

- a) Update from the Clerk re repair to items – Clerk reported the minor repairs to items had been completed
- b) To discuss and decide on quote received for the repair of certain item – Clerk updated that when the contractor re-examined the piece of play equipment again they had found that the ground fixing was moving in the concrete which allowed base cover plate to lift, after consultation with Vice Chairman of H/P/G she had instructed the contractor to go ahead with the now urgent repair. **AGREED** retrospectively to accept quotation.

C73 Old Banwell Road speed limit – Update from NSC Officer:

- There are quite strict criteria for a 30 mph limit and Old Banwell Road would not meet this criteria, however that is not to say that a lower speed limit would not be more appropriate than a national speed limit.
- NSCC does not have a budget for the implementation of speed limits and so any future works would have to be funded by the Parish Council.
- In the first instance NSC would need to take a speed reading in order to establish how fast the traffic is currently travelling at, this will assist in promoting the most appropriate proposal.
- If the Parish Council are willing to fund a speed reading which would cost £210 NSC will make arrangements to have one carried out. Following collection of this data they can carry out an assessment and report back findings and potential proposals.

AGREED the Clerk to request that the road be painted with 30mph signage opposite the Playing Field entrance coming into the Village.

C74 Weekend Closure of A371 Locking Moor Road 16th – 19th August 2019:

AGREED that Chairman Cllr Paul Jones and Cllr Elfan ap Rees to take up NSC offer to meet to discuss in more detail – Clerk to request meeting.

C75 Neighbourhood Plan:

It was noted that Hutton Parish Council had completed their survey and it was suggested LPC use this a template/starting point for Locking **AGREED** that a survey of the Parish be carried out in the first instance. Cllr ap Rees, Cllr Roberts and the Clerk to work on Draft Survey

C76 ALCA North Somerset – Volunteer to attend various meetings – No Volunteers at this time

C77 Clerk's Report

- a) **North Somerset Council Consultations** – Statement of community involvement revision 2019 Sent to Cllrs 4th June – closing dates for comments (if any) 16 July 2019 – No Comment
- b) **Came & Company Insurance** – Update regarding claim and challenging Rradars decision - Investigation went to James Langlands Senior Claims Investigator Stackhouse Poland Ltd who advised: Radar have referred to the Underwriters who have asked Radar to prepare a full report detailing the case and to include JL challenge on the decision. Radar have advised that the report and response is likely to be received within the next 21 days
- c) **Amendments to Library Stops** – circulated –to be included in next L@L and onto the notice boards
- d) **Wrington Parish Council** - invite to send a representative to a briefing meeting on the proposed Bristol Airport expansion developments on Tuesday July 9th at 7.30 pm in the Wrington Memorial Hall (BS40 5QE) - Noted
- e) **LPC Website** – Circulated – details of hits on the website - Noted

Consider for next Agenda:

Matter relating to Bank Account - **AGREED**

Parking – Locking Parklands as per Chairman's report - **AGREED**

Invite Jenny Ford to next meeting to update - **AGREED**

Spinney Footpath – Upgrade – **AGREED**

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).

C78 Matters relating to Parish Council Employees:

- a) Parish Orderly Contract of Employment – **AGREED** subject to agreement with Parish Orderly
- b) Pensions – NEST Pensions to continue as LPC provider - **AGREED**

There being no further business the meeting Chairman closed the meeting at 9:40pm.

Signed (Chairman).....

Date.....

The next meeting of Locking Parish Council will be at 7:30pm held in Locking Parish Hall on Thursday 1st August 2019.