



# LOCKING PARISH COUNCIL



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## Minutes of a Meeting of Locking Parish Council held on Thursday 7<sup>th</sup> November 2019 at 7:00pm in Locking Parish Hall, Grenville Avenue, Locking

Meeting opened: 7:00pm

Meeting closed: 9.40pm

**Present:** Councillors: P Jones (Chairman) J Keate (Vice Chairman) L Mason, P Lacey, Mrs W Ashdown, W Bearsby, Ms J Roberts, E ap Rees (left meeting at 8.43pm), C Prosser

**Also in attendance:** The Clerk, Unitary Cllr M Solomon, 1 member of the Public from approx. 7.17pm, Unitary Cllr T Porter and further 2 members of the Public from approx. 7.35pm

Minutes were recorded by Cllr J Roberts

### MATTERS FOR DECISION

**C134 To receive Apologies for absence and to approve reasons where appropriate –**  
Cllr P Fowler, Cllr J Searle, Cllr A Hetherington

**C135 To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations.**

Cllr Lacey signed the Declarations of Interest register in relation to Min Ref C148

Cllr Keate signed the Declarations of Interest register in relation to Min Ref C148

**C136 Co-option:** There are 4 vacancies on Locking Parish Council following the 2019 Elections and the Parish Council is under a duty to fill this vacancy by co-option. Members to decide on co-option following an interview with potential candidates(s).

Interviews took place with Carl Prosser it was **AGREED** that he should be elected to the office of member for Locking Parish Council. Cllr Prosser signed his Declaration of Acceptance Office witnessed by the Clerk.

The Clerk left the meeting at 7.15pm. Cllr J Roberts recorded the Minutes

### PUBLIC PARTICIPATION

**C137 To receive and hear any person who wishes to address the Council, upon prior notice being received.**

- a) Unitary Cllr/Liaison Officer Report – None received
- b) Police Report – Previously circulated and noted

### MATTERS FOR DECISION

**C138 To receive and confirm the Minutes of the meeting held on 3<sup>rd</sup> October 2019**

**RESOLVED:** That the Minutes of the Council meeting held on 03/10/2019 (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.

**C139 Finances:**

- a) To receive and approve monthly expenditure for October 2019
  - i. Agreed (*signed by Cllr Mason*)
- b) To receive and note the Bank Reconciliation for September 2019.
  - i. Noted (*signed by Cllr Mason*)
- c) To receive and agree any Grant applications.
  - i. None received

**C140 Chairman's Report 3 October 2019:** Cllr Paul Jones – Chair submitted his recent report – Noted.

(Copy available from the Clerk)

Within the report he extended an invitation to Councillor and partners to attend a social event on Thursday 12 December at The Coach House.

**C141 Regular Reports:** To receive and note the following regular reports:

- a) **CPRE** – None received
- b) **PC Committees & Working Parties:** None received
- c) **Locking Parklands Stakeholders:** None received – next meeting to be held in January 2020

**C142 1. Planning:**

- a) **19/P/2141/FUL – Land South of former Moss Lands, off Locking Moor Road, Locking**  
Development of drainage swale and associated landscaping on the land south of former moss lands site.  
Chair indicated that there was a need to clarify and firm up the contents of the Council's comment by return.
- b) **19/P/2558/TPO - Opposite 4 Ormrod Grove Locking BS24 7LN G1** - Finish off cuts to trees crown lifted. Maintain sucker growth to boundary fence and clear off lamp post **AGREED** Neutral
- c) **19/P/2231/RM - Land at 5 Bartletts Way and Land to the North of Bartletts Way/Leafy Way Locking** - Reserved matters application for appearance, landscaping, layout and scale for the erection of 8no. dwellings, pursuant to outline permission 17/P/5572/OUT (allowed on appeal under ref: APP/O0121/W/18/3199616) – chair read comments from letter. Proposal from Cllr Prosser the Mr N Bartlett is trying to help and be positive and should agree to the approval, seconded by Cllr Bearsby
- 2. **List of Enforcement cases for Locking Parish – circulated – Noted**
- 3. **Notice of Decision - Consent Granted -19/P/1998/TPO** - Locking Parklands, Farnborough Road Locking G46 - 25 Lombardy Poplars - fell to the ground level and replant with up to 30 specimen trees.  
This matter is already agreed/approved. Cllr Roberts suggested that Councils should monitor the progress of exactly what works are to be carried out e.g. no/type of trees chosen and the timing of re-planting, as well as any effects of access flooding along an already noticeable flooding area – especially as Phase 12 works are continuing. Contact need to the Tree Officer James McCarthy, requesting to be kept up-to-date as indicated. This suggestion was favoured by all.

**C143 New Bank Account for the protection of eligible deposits: To recommendations from the Working Group:**

Cllr Roberts summarized the points from the attached report indicating that the Council has a duty to take appropriate steps to secure funds from precept and minimise risk. The recommendation therefore was for an interim period [which could be up to 31 Mar 2020] whereby current account funds would be kept to the sum of £75,000 for the daily operations budget, and the remaining sum [approximately £44,000] once reconciled should be placed on deposit. This principal was **AGREED** by all Councillors present

Cllr Roberts pointed out, that at present we do not have an Investment Strategy and Policy and we should have one in place to be able to make relevant and appropriate decisions regarding Council funds, it is a statutory requirement – it is therefore suggested that this be looked into with a working group under the Finance cttee in readiness for inclusion in the 2020-2021 Budget.

In the meanwhile, suggestions as to where the 'remainder' funds be placed on deposit for the interim period – bearing in mind rates of interest [minimal], ease of access, penalties for early withdrawal, etc would be subjective, as we are all aware of the fluctuations in the economy and rates, etc. An information sheet of some suggestions had been provided.

Discussion was held and **AGREED** that the Coventry Building society being chosen for the deposit.

**C144 Review of membership of Committees, Working Parties and Representatives**

	<b>Hall &amp; Parks Cttee</b>	<b>Estates Cttee</b>	<b>WORKING GROUPS</b>	
<b>Chair</b>	Mason	Fowler	<b>Staff</b>	Exec Com, Lacey, Roberts
<b>Vice</b>	Ashdown	Bearsby	<b>Park &amp; Stride</b>	Ashdown, Searle
<b>Members</b>	Bearsby	Lacey	<b>Planning</b>	Exec Com, ap Rees, Roberts(?)
	Searle	Searle	<b>Reviews</b>	Exec Comm
	Keate ex officio	Keate ex officio	<b>Finance</b>	Exec Com, Bearsby, Roberts
	Jones ex officio	Jones ex officio	<b>H &amp; S</b>	Exec Comm
	Hetherington	Roberts	<b>Newsletter Ed</b>	Ashdown

	Processor	Hetherington	<b>CPRE</b>	Mr C Dumbell
		Prosser	<b>Elan Working Group</b>	Ashdown, ap Rees, Searle
Exec Com	Jones, Keates Fowler, Mason		<b>IT/Comms</b>	Jones, Lacey, Roberts
			<b>Flooding/Drains</b>	Prosser
<b>Grievance Cttee</b>	<b>Only if needed – as &amp; when</b>			
<b>Appeals Cttee</b>	<b>Only if needed – as &amp; when</b>			

#### **C145 Flooding - Update & Action as required:**

##### **a) Update from Unitary Cllr Terry Porter and/or Working Group:**

Cllr Prosser indicated that together with Cllr. Porter, discussions had been held with IDB indicating that there is capacity for overflows going into the rhyne which will be negligible. Cllr ap Rees indicated concerns over the data provided as there is no answer given if the rhyne overflows: we should continue to challenge for all water to be pumped north.

Cllr Prosser presented a written summary of the notes of the meeting held at Locking Playing Field on 28 October – attached. Data from Susan Munns also submitted

As part of discussion Cllr Porter indicated that he has not yet approached the planning dept – but basically suggests/recommends

- Attenuate at top and middle pond
- In long term there should be a 3-4 year full mapping of drainage in the areas – with Wessex Water - as a major project
- New pond being built

Again, discussion around the issue – Cllr ap Rees proposed that a proper survey of the ground be made to ascertain accurate information and facts; 2nd by Cllr Prosser; costing for this exercise could be found within the budget from precept.

##### **Out of SO; 8.04 pm**

Member of the Public gave information about the 1904 OS maps indicating that there were originally 8 ponds around Manor Farm – no longer visible! It was agreed as the most logical step as at present there seems to be a mis-match of information, e.g. is there already an attenuation pond in existence on that land? And this should all be fed into the Working Party.

##### **b) Consider the advice received from Wildlife Expert –** This had been previously circulated – unanimously **AGREED** to go ahead and clean the pond

##### **c) Consider quotations received for clearing the existing attenuation pond:**

There are sufficient funds in the Playing Field Reserves to progress this decided action = £20k There were two quotes. Chair read out the quotes. Cllr ap Rees proposed to accept the lower quote 1; seconded by Cllr Prosser; Quote 1 **accepted** all in favour with 3 abstentions. Envelope opened by Chair in the presence of Council. Works contract awarded to – N Bartlett

#### **C146 Playing Field Old Banwell Road Locking: Report from Working Group:**

Chair gave update regarding issues on installation of the CCTV that there is a problem with the electrical supply which is not up to standard and electrical works must be executed under H & S on the whole block to ensure safety and proper operations to be effective. A new RCB needs to be installed. Cllr Roberts proposed that council support these works to be carried out as a matter of urgency; 2nd by Cllr Ashdown; In Favour = unanimous. It was also asked that if at the same time that we ask for Electrical Certificate on the whole block [H & S /Compliance required]

#### **C147 Grounds Contractor/Grounds Person - To receive tenders for the Grounds Contractor Contract Playing Field Old Banwell Road:**

£8000 of funds had been set aside to cover this important works.

Only 1 tender was submitted which Chair summarized – the detailed quote was for £3000 and covered all the requirements indicating timings when works would be carried out. Proposal to **accept** this quote was put by Cllr Mason and 2nd by Cllr Ashdown; FOR = 5; Against = 0;

Abstentions = 2;

Contract awarded to a locally based firm operating out of Hutton - Countrywide

Cllr Keate asked for a check be made requiring grass cutting to see if any further cost savings could be made within the financial year

**C148 Locking Primary School:** Update from the Chairman regarding meeting with School Representatives: Park & Stride Car Park Agreement:  
Chair provided information to council regarding the continued correspondence with the school still questioning some aspects of the proposed Car Park agreement. A point was made that if information was still not forthcoming [as had been requested by Clerk on previous occasions] then perhaps it may be pertinent for the council to take back control – after all it is parish land  
Discussion was held on their continued use as a Staff car park on a temporary basis as they are having building works done in the school and the builders are using the car park. A query was raised as to when the works would be complete as the school is not providing an end date – how long is temporary meant to be? Proposal to continue the temporary agreement in place [**AGREED** out of Council] For = 3; Against = 1; Abstentions = 3 Cllr Keates declared interest.

**C149 CCTV Policy- To receive and adopt CCTV policy for Locking Parish** - Circulated previously – **accepted** in its present form but all agreed to accept as an interim policy and review within 3-6 months of operation

**C150 Neighbourhood Plan: Update:** 200 copies had the data entered/uploaded, although there was no other information available from the servicing provider of the survey and we do not know how the data is going to be presented to us. Agreed to close the link. As yet we do not have any plans or working group in place or a way to take this forward.

**C151 Cycle Racks and locations: Report from Cllr Keate regarding a recent meeting with NSC –**  
Cllr Keate had presented information regarding locations of new cycle racks after there had been a query from a Resident – Cycle racks to be moved outside pharmacy and further to be installed in the Park

**C152 Training/refresher training for all Councillors and Clerk: Update**  
Dates are available from January 2020 – on Saturdays. JR enquired re the possibility of evening slots, e.g. Thursdays / before council meetings.

**C153 Longton Grove Surgery:** To receive and agree the amended Lease Agreement  
**AGREED** for 3 years and to sign it in office

**C154 Microsoft's Office 365 Platform for Business Office 365:** To receive report/ recommendations  
From the Working Party:  
Cllr Roberts summarized the report – attached from the Working Group indicating that there is an outline for a way forward to develop an ICT and Communications Strategy for the Council and will report back on a regular basis. The group have unanimously agreed to widen the brief from just looking at the use of Office 365 and a new e-mail system, as there are wider considerations and implications, e.g. hardware & software updates, costs, training, security, GDPR, etc.

**C155 Clerk's Report - Chair read out items from the Clerk's report**  
Comment was made regarding the next meeting as in the past there had been a break in December. Chair pointed out that as we have such weighty and numerous matters to be addressed, unfortunately we cannot take a break.

**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 the Radio Wing on Thursday 5<sup>th</sup> December 2019.**