



LOCKING PARISH COUNCIL



The Village Hall, Grenville Avenue, Locking, BS24 8AR

Telephone 01934 820786

E-Mail:- lpcclerk@talktalkbusiness.net

Minutes of a Meeting of Locking Parish Council held on Thursday 6th February 2020 at 7:15pm in The Parish Hall, Grenville Avenue, Locking

Meeting opened: 19,15hrs

Meeting closed: 21.06hrs

Present: Councillors: P Jones (Chairman) J Keate (Vice Chairman) L Mason, P Lacey, Mrs W Ashdown, W Bearsby, Ms J Roberts, E ap Rees (from 19.30hrs), Mrs J Searle, A Hetherington, C Prosser

Also, in attendance: The Clerk, Unitary Cllr T Porter (from 19.50hrs), 3 members of the Public

MATTERS FOR DECISION

C191 To receive Apologies for absence and to approve reasons where appropriate –

Cllr P Mason, Unitary Cllr M Solomon, Mr C Dumbell

C192 a) To receive Declarations of Interest by PCllrs – Cllr Prosser, Cllr Searle Min Ref C202

b) To consider any written applications for dispensations:

i) A written request for Dispensation had been received from Cllr Janet Searle in relation to flooding within the village that could impact on her property. Cllr Searle requested to speak and vote at all meetings of the Council and its Committees where Flooding is discussed for the period equal to the time she serves as a Parish Councillor or 4 years whichever is longer.

RESOLVED to grant Dispensation for a period not exceeding 4 years.

ii) A written request for Dispensation had been received from Cllr Carl Prosser in relation to flooding within the village that could impact on her property. Cllr Prosser requested to speak and vote at all meetings of the Council and its Committees where Flooding is discussed for the period equal to the time she serves as a Parish Councillor or 4 years whichever is longer.

RESOLVED to grant Dispensation for a period not exceeding 4 years.

C193 Co-option Interviews Cancelled – Both Candidates had withdrawn their applications.

PUBLIC PARTICIPATION

C194 To receive and hear any person who wishes to address the Council, upon prior notice being received.

a) Unitary Cllr T Porter is Min Ref C203

b) Police Report – Report Noted. Quality of attached map – Clerk to enquire if this could be improved

C195 Chairman's Report

- During last month Councillor Janet Searle and I attended a meeting with officers from NSC at the Town Hall in order to discuss their 'Wilding and Tree Planting Proposals'. The net effect of discussions was that only the green areas near 'Leafy Way, Locking' will be treated with wild seed and allowed to grow naturally. At this time, NSC have no plans to plant trees or to engage with others to collectively plant trees on property not belonging to NSC.
- I with other Parish Councillors also attended the Stakeholders Meeting which was held at the Radio Wing on 23 January 2020. A copy of the notes of that meeting has been circulated to all Councillors. I am aware that a member of the public has contacted our clerk and has asked a number of questions which hopefully will be answered in my report. The Stakeholder's Meeting covered a number of aspects with updates being provided by developers and construction companies. The state of the roads across the whole development was raised with numerous safety concerns being identified by attendees. Contractors were requested to make sure that road surfaces are at all times good enough for Traffic and review/remove the speed bump that had been installed without consultation on Bowen Road.
- In respect of the new 'Doctor's Surgery', it was stated that a planning application has been submitted to NSC and that the surgery will be sited near Anson Road. Clearance of the vegetation and scrubby trees around the old tennis court will take place during this month. NSC are responsible for the delivery of the proposed surgery, the development will also include the partial redesign/reconstruction of Anson Road.

- It was also claimed that the aim is for 'Adoptable Roads' to be available by the end of 2020 in order to segregate traffic away from private estate roads.
- Concern was also raised during the meeting over the lack of consultation with residents especially where works impact on resident's lives, perhaps this is an issue for us as the Parish Council to progress with the parties involved in order to establish better lines of communication and representation for all our parishioners.
- I like others was disappointed to learn of the comments in our local media in respect of our objection to the naming of a road which occurred despite our withdrawal of that objection. Parish Councils are entitled to their opinions and views!

MATTERS FOR DECISION

C196 To receive and confirm the Minutes of the meeting held on 9th January 2020

RESOLVED: That the Minutes of the Council meeting held on 09/01/2020 (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.

C197 Finances:

- a) **To receive and approve monthly expenditure for January 2020 Agreed (signed b Cllr Hetherington)**
- b) **To receive and note the Bank Reconciliation for December 2019. Noted (signed by Cllr Hetherington)**

C198 Regular Reports: To receive and note the following regular reports:

- a) **CPRE** – Mr C Dumbell gave the following report:
BIA Expansion application is to be discussed on 10 February 2020 - NSC Planning meeting – open to the public
CPRE Avonside AGM on 27 February 2020 6pm at Hutton Village Hall
- b) **PC Committees & Working Parties:** See Min Ref C203
- c) **Locking Parklands Stakeholders:** 23 January 2020 notes from the meeting previously circulated – copy available from the Clerk.

C199 Planning:

- a) **20/P/0057/FUH - 4 Manor Gardens Locking** - Two storey side extension – **RESOLVED**
Neutral
- b) **Notice of Decision – Consent Refused** - 19/P/2957/TPO - Flowerdown Estate, Former RAF Locking Staff Quarters, Flowerdown Road Locking – T189, T220, T221, T247 – Crown reduce by 2 metres. T180, T317, T318, T325, T353 – Crown thin by 10%. T299, T301, T338 – Crown reduce by 3 metres. T219 – Reduce length of long lower limb extending to the road by up to 2 metres. T233 – Reduce lower boundary by 1.5m.c

C200 Finance Committee – to consider setting up a Finance Committee:

RESOLVED to set up Finance Committee

Member to the Committee – Finance Working Group members include Executive Committee, Cllr Bearsby, Cllr Roberts **RESOLVED** Members of FWG remain in situ until Annual Parish Council Meeting on 7th May 2020

C201 Draft Policy Documents – to receive the following draft documents for adoption (subject to any amendments) (circulated, copies available from the Clerk)

- a) **Code of Conduct** – Reviewed by Executive Committee and Cllr Lacey on 30 Jan – Amendment to document – village replaced with Parish and addition of 4.13 Locking Parish Council Dignity in the Workplace Policy will also be applicable to the Code of Conduct – **RESOLVED** to accept amendment and adopt the Code of Conduct
- b) **Bullying and Harassment Policy** – Amendment to paragraph:
Harassment Definition replace 'sex' with 'gender'
Under Harassment paragraph – Bullying and Harassment are behaviours which are unwanted by the recipient – amend to Bullying and Harassment are behaviours which are unwanted and perceived by the recipient
1.3 Examples – request for these to be bullet points
RESOLVED to accept all amendments and adopt the Bullying and Harassment Document
- c) **Dispensation Procedure Guide and Dispensation Request Form** – **RESOLVED** to adopt

C202 Flooding – To receive quotations for Topology Survey to be carried out at Old Banwell Road Playing Field and decide next steps.

Two quotations had been received, Cllrs discussed the merits of each quotation and **RESOLVED** to accept Quotation number two, from Infomap Surveys and Mapping Ltd options 1, 2 and 3 (subject to Locking Primary School allowing the school drainage system being included in the survey for the sum of £1320.00 plus VAT. If the options above are not agreeable by Locking Primary School then Options 1 and 2 for the sum of £1170.00 plus VAT

C203 Unitary Cllr T Porter – Reminder that Bristol Airport Planning Application would be taking place on Monday 10th February at the Town Hall, it was expected that protesters would have a presence there.

C204 ICT Working Group – Report updates previously circulated. Chairman went through the recent reported dated 28 January, discussion ensued around emails, use of personal devices and security.

- a) LPC Contribution to Councillors regarding Device Internet Security Protection on personal devices – further investigation required, Clerk to check if LPC can make a contribution.
- b) Adoption of a common E-mail platform to be used by all Councillors for the purpose of Council business. Further investigation required
- c) Training & Support session be available to all councillors on Thursday 12 March at 7.00 pm – 8.30 pm in the Parish Hall. Light Finger Buffet/Refreshments provided. (Councillors to bring any portable devices that they use). **AGREED**
- d) Locking Parish Council Website – A separate page be set up which will be secured for 'Councillors only' – Further investigation required i.e. Cloud storage
- e) Purchase of full version of Adobe Acrobat Pro DC for the Parish Office
 - to enable access to a wide range of features within the program – edit, sign, lock documents, scan and pdf long sets of documents, redact info, export to Word etc.
 - this will assist in more efficient preparation of documents for the secure Councillors Website page
 - Assists with extra security and contribute to compliance with GDPR

Cost implication = £200 pa **RESOLVED** to purchase full version of Adobe Acrobat Pro DC

C205 August Break – To consider a proposal from Cllr Fowler to reinstate the August break for Meetings of the Parish Council and it's committees **RESOLVED** remain with the Status Quo. Voting 10 for, 1 against

C206 Vision ICT - Website Accessibility Statement for Council. Regulatory requirement accessibility statement should be in place by 23rd Sept 2020, the Clerk acknowledge that she had no experience in this field. Vision ICT would write the Accessibility Statement and place it within the footer of LPC website cost £45 plus VAT **RESOLVED** to accept the cost of £45 plus VAT for the completed Accessibility Statement

Cllr Roberts asked if the statement could be placed at the top of the website page – the Clerk would make enquiries.

C207 Mayors Charity Ball: RESOLVED to send apologies for non-attendance and to make a donation of £25 from the Chairman's fund

C208 VE Day Celebrations – brief written report from Cllr Fowler:

- a) Currently in discussion with a member from St Augustine's Church re their involvement
- b) Parish Hall is booked for the event
- c) Disco has been organised for the evening
- d) Cllrs interested in volunteering to help please contact Cllr Fowler directly.

C209 The Parish Hall – to decide to set up working group to discuss the long term future of the Hall – Deferred back to Hall, Park & Green Committee

C210 Clerk's Report:

- a) **North Somerset Town & Parish Forum** – invitation to attend Wednesday 12 Feb 2-3.30pm – Chairman and Cllr Roberts to attend.
- b) **North Somerset Council Temp Road Closure of A371 6pm 6th March – 6am 9th March 2020**
- c) **NSC Cycle Forum** – Meeting to be held 26 Feb 2020 5.45pm – noted
- d) **Weston Power Annual Stakeholder Workshop 26th Feb 2020 Bristol Pavilion Nevil road Bristol** – Noted

- e) **Weston Museum – Know your Place Event – Noted**
- f) **Great British Spring clean 20th Mar – 13 April – Noted**
- g) **168 Medical – Longton Grove & New Court surgeries merging – Noted**
- h) **CPRE Annual General Meeting 27 Feb 6-7pm Hutton village Hall – Noted**

PART 11

Exclusion of 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.

C211 CiLCA Training for The Clerk – AGREED

There being no further business the meeting Chairman closed the meeting at 9.06pm.

Signed (Chairman).....

Date.....

The next meeting of Locking Parish Council will be at 7:30pm held in the Parish Hall on Thursday 5th March 2020.