



# LOCKING PARISH COUNCIL



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**Minutes of a Meeting of Locking Parish Council's Hall & Park Committee held on  
Thursday 18<sup>th</sup> July 2019 at  
Nurse Thomas Room, Locking Parish Hall, Grenville Avenue, Locking**

Meeting opened: 7:30pm

Meeting closed: 8.30pm

**Present:** Councillors: Les Mason (Committee Chairman), Wendy Ashdown (Vice Chairperson), Peter Lacey, Bill Bearsby, Jo Roberts, Ex-Officio John Keate.

**Also in attendance:** The Clerk

## MATTERS FOR DECISION

**H1) Election of Chairman –** To elect the PH & Park Committee Chair for the coming year

**RESOLVED:** Proposed and seconded that Cllr Les Mason be Chair for the coming year.  
**CARRIED**

**H2) Election of Vice Chairman -** To elect the PH & Park Committee Vice – Chair for the coming year.

**RESOLVED:** Proposed and seconded that Cllr Wendy Ashdown be Vice-Chair for the coming year

**H3) To receive any Members' apologies for absence:** Es-Officio Cllr Paul Jones, Cllr Paul Fowler

**H4) To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations –** None declared.

## PUBLIC PARTICIPATION

**H5) To receive and hear any person who wishes to address the Committee, upon prior notice being received –** No one present.

## MATTERS FOR DECISION

**H6) To receive and confirm the Minutes of the Committee meeting held on 21<sup>st</sup> March 2019.**

**RESOLVED:** That the Minutes of the Committee meeting held on 21/03/2019 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, signed as such by the meeting Chairman.

**H7) To receive any update on items in those Minutes which are not included on the Agenda -** None.

**H8) Financial Reports:**

a) To approve the receipts & payments (01/04/17 to 18/07/2019)

**RESOLVED:** The receipts & payments were approved, subject to a review of the PAYE figures to be reported back to Committee at next meeting.

b) To note the bi-monthly budgetary control report (01/04/19 to 18/07/19) - **NOTED**

**H9) To deal with any items in the Park for repair, maintenance or disposal: See item H10 & H14**

**H10) To deal with any items in/around the Hall for repair, maintenance or disposal:**

a) Request for a new Hoover for hall users – Agreed that the current Hoover be used by Hall cleaner and all other hall users

b) Replacement of 3 toilet seats, a cost had been obtained at £24.11 each in black – **AGREED** that the Clerk purchase toilet seats preferably in white if possible

- H11) Reports:** To receive reports (if available) and discuss/decide on any action to be taken
- a) Parish Orderly – Parish Orderly had completed inspection/maintaining play equipment training. Parish Orderly reported some minor repairs to various items of equipment in the park
  - b) Cleaning contractor – Concern raised regarding Hall Flooring and Toilet Seat replacements – already dealt with.
  - c) Grounds care contractor – Report Received and **NOTED** copy of report available from the Clerk

**H12) Playground Inspection:**

RoSPA had carried out their Annual Inspection on 4<sup>th</sup> July. The Committee discussed the report and **AGREED** that Cllr Keate and Parish Orderly to meet and discuss a priority list for items highlighted within the report.

**H13) Locking Pre-School:** Request to install an outside water tap, which would assist with washing away any chalk, wash down any potty training ‘accidents.’

The Committee discussed this request at length and various ways to which it could be achieved. To fit a water tap to the outside space would be a considerable task and possibly very expensive. It was suggested that a water butt may be an option for LPS to consider – **AGREED** Clerk to suggest this as an option to Locking Pre-School.

The Committee discussed water refreshment facilities – Clerk to investigate further.

**H14) Refurbishment of Parish Hall Floor:** To consider quotes received regarding the sanding and re-sealing the main hall flooring – previously discussed a full Parish Council meeting 4<sup>th</sup> July19. Three quotations had been received.

**AGREED** that as a health and safety concern that a Quote of £3278.40 from Avon Hardwood Flooring Ltd be accepted. The Clerk to instruct the company to commence the works during the August break.

**H15) Annual Fire Extinguisher Report:**

- a) The Clerk confirmed that the inspection had taken place and new fire extinguishers and signage had been installed under the stage area. It was noted the outdoor doors under the stage must be kept clear at all times – the Clerk to inform Locking Pre-School.
- b) Walker Fire (UK) Ltd invoice had been received for the annual inspection and items relating to that inspection to the sum of £459.47 **AGREED**

**H16) Green Agreement:** The Clerk confirmed that this had been signed by both parties –

**H17) St Augustine’s Church:** to consider a request to use the Park and Hall facilities for an open-air service on 25<sup>th</sup> August 2019 – **AGREED** same terms as previous.

**H18) Correspondence & Items for next Agenda:**

- a) Bike Register Event – PCSO Mike Benfield had requested to use the Park to set up a Bike Register event on 19<sup>th</sup> September 2019 from 3.30pm – This event was open to all ages to go along and get their bike registered for free. He would need to site the Police Community Contact Vehicle in the Park – **AGREED** subject to the weather for parking of CCV in the Park.
- b) Sanitary Product Vending Machines – Request from a Member of the Public to have sanitary products available in the Parish Hall. Clerk to investigate further

There being no further business the Chairman closed the meeting at 8.30pm

Signed (Chairman).....

Date.....

**The next meeting of the Locking Parish Council Hall & Park Committee will be on Thursday 19<sup>th</sup> September at 7:30pm in Locking Parish Hall.**