



LOCKING PARISH COUNCIL



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**Minutes of a Meeting of Locking Parish Council's Hall & Park Committee held on
Thursday 19th September 2019 at
Locking Parish Hall, Grenville Avenue, Locking**

Meeting opened: 19:30pm

Meeting closed: 20:10pm

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

Also in attendance: The Clerk

MATTERS FOR DECISION

H19) To receive any Members' apologies for absence: Cllr P Fowler & Cllr E ap Rees

H20) To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations – None declared.

PUBLIC PARTICIPATION

H21) To receive and hear any person who wishes to address the Committee, upon prior notice being received – No one present.

MATTERS FOR DECISION

H22) To receive and confirm the Minutes of the Committee meeting held on 18th July 2019.

RESOLVED: That the Minutes of the Committee meeting held on 18/07/2019 (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.

H23) To receive any update on items in those Minutes which are not included on the Agenda - None.

H24) Financial Reports:

a) To approve the receipts & payments (19/07/2019 to 19/09/2019)

RESOLVED: The receipts & payments were approved. (*signed by Cllr Jones*)

b) To note the bi-monthly budgetary control report (01/04/19 to 19/09/19) – **Noted**

c) To receive a review of the PAYE figures for receipts and payments 01/04/2019 to 19/07/2019 - **Noted**

H25) To deal with any items in the Park for repair, maintenance or disposal:

a) Large tree branch down in Park – Health & Safety issue as large branch was still attached and hanging over the footpath in the park – Cost to make safe and remove £150.00 plus VAT – Simmons Tree Care – **AGREED** in retrospect.

b) **Agenda item 11 – Annual Tree Survey** was discussed – Simmons Tree Care had advised that he would be instructing a Tree Survey to be carried out by an independent body this would then allow him to quote for any works without having a conflict of interest.

H26) To deal with any items in/around the Hall for repair, maintenance or disposal:

a) Boiler Annual Maintenance – approve expenditure - £40.00 plus VAT **AGREED**

H27) Reports: To receive reports (if available) and discuss/decide on any action to be taken

a) Parish Orderly – Parish Orderly reported:

Parish Hall skirting Board had been fitted

Park cleared of rubbish, bins emptied each day

Play Equipment in park checked weekly – nothing to report. The Clerk and Parish Orderly had produced play equipment inspection sheets and would be trialling them for the next few months

- b) Cleaning contractor – Concern raised regarding some regular hirers leaving the Hall not as found. The Clerk had raised the issues with the Hirer and remind them of their Terms and Conditions.
- c) Grounds care contractor – No Report Received in time for meeting

H28) Playground Inspection: Update from Cllr Keate.

- a) Inspection carried out with Parish Orderly, some minor repairs to woodwork on wooden play equipment to be carried out by Parish Orderly
- b) From the RoSPA report inspected the some of the tiled safety surfacing which had appeared to have shrunk – **AGREED** the Clerk to contact GB Leisure for advice.

H29) Parish Hall Car Park:

- a) To consider repainting the car park space lines – Clerk to ask Locking Primary School if they could borrow Line Marker Equipment. HP&G Committee to look at purchasing paint.
- b) To consider signage for the car park – Clerk to get quote for 2 signs stating Space reserved for Clerk and Space reserved for Doctor
- c) To consider general tidy up and replacement of damaged planter – **AGREED** Item to be included in Estates project Flower tubs/planters

H30) Refurbishment of Parish Hall:

- a) Consider repainting the bottom section of main hall, serving hatch and storage area of stage. **AGREED** the Clerk to obtain quotes
- b) Safety lining of stage area – **AGREED** Clerk to contact Alpine Services for quote
- c) Inspection of flat roof extension – **AGREED** Clerk to make arrangements to have flat roof inspected before winter.

H31) Annual Risk Assessment:

AGREED that Annual Risk Assessment be carried out before next meeting.

H32) Annual Assets Check:

AGREED that the Annual Asset Check be carried out be next meeting

H33) Community Resilience North Somerset: to consider a request to register the Parish Hall as a shelter in time of need – **AGREED**

H34) Scope Textile Bank – Request to site textile recycle bank – declined as there is a textile recycle bank already situated in the Parish Hall Car Park.

H35) North Somerset Council – Request to hire Parish Hall for Polling Day 7 May 2020 – **AGREED**

H36) RoSPA Play Safety Conference – invitation to attend – noted

H37) Correspondence & Items for next Agenda – None.

There being no further business the Chairman closed the meeting at 8.10pm

Signed (Chairman).....

Date.....

The next meeting of the Locking Parish Council Hall & Park Committee will be on Thursday 21st November 2019 at 7:30pm in Locking Parish Hall.