



LOCKING PARISH COUNCIL



The Parish Hall, Grenville Avenue, Locking, BS24 8AR
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**Minutes of a Meeting of Locking Parish Council's Estates Committee held on
Thursday 12 September 2019 at
Locking Parish Hall, Grenville Avenue, Locking**

Meeting opened: 7:35pm

Meeting closed: 9.15pm

Present: - Cllr Paul Fowler (Chairman), Cllr Bill Bearsby (Vice Chairman) Cllr Peter Lacey, Cllr Ms Jo Roberts, Cllr Mrs Janet Searle & Ex-Officio Cllr Paul Jones, Cllr John Keate

Also in attendance: The Clerk

MATTERS FOR DECISION

- E87) To receive Apologies for absence and approve reasons where appropriate.**
Cllr Mason, Cllr Mrs Ashdown, Cllr Hetherington
- E88) To receive Declarations of Interest by Cllrs and to consider any written applications for dispensations –**
None received

PUBLIC PARTICIPATION

- E89) To receive and hear any person who wishes to address the committee – None**

MATTERS FOR DECISION

- E90) Minutes of Meeting:** To confirm the Minutes of meeting held on 20 June 2019

RESOLVED: That the minutes of the committee meeting held on 20/06/2019 (previously circulated), be taken as read, agreed as being a true and correct record, and as a consequence, signed by the Chairman.

E91) Finance:

- a) To approve the bi-monthly expenditure (01/04/2019 to 12/09/2019)

RESOLVED: The bi-monthly expenditure report was approved.

- b) To note the budgetary control report (01/04/2019 to 12/09/2019)

RESOLVED: The bi-monthly budgetary control report was approved.

- E92) Reports:** To receive brief reports (if available (and take any actions if required)) from:

Parish Orderly/Dog Bin Coordinator:

All dog bins in good order and emptied weekly

Hedge cut and grass strimmed – Coronation Garden

Allotment path cut with mower and strimmed, hedges cut back

Bus shelter has been cleaned

Streets cleared of litter each day. Every Thursday the whole village gets done after bin men.

Request for a dog bin at Manor Stores area as member of the public is leaving his open bagged dog mess on the wall – regular occurrence. The area is not Parish Council owned land - Clerk to contact Manor Stores Landlord to see if they would install a dog bin.

Clerk to ask Nick Raymond for grey waste bags.

E93) Overseers: To receive Volunteers for the following:

1. Playing Field/The Triangle – Cllr Keate reported there is reported cases of Ash die back – there are a number of Ash trees at the Playing Field – Clerk to ask Trees Officer if he could take a look and advise
2. *PROWS – Cllr Roberts updated re grants. **AGREED** that Chairman and Cllr Roberts to conduct a walk about to look at the Parish and identify projects.
3. Allotments – Deferred to item E97
4. Open Spaces – No report

E94) Playing Field:

The Working Group (Cllr Lacey, Cllr Fowler, Cllr Jones and Cllr Bearsby) had met on 12 July some recommendations had already been discussed and agreed at Full Parish Council meeting on 5th Sept 19 – An update of the following took place:

- a) Interim Seasonal Agreement – This had gone out to LPFC for consideration. LPFC had requested a meeting to discuss the Agreement further. **AGREED** Clerk to contact LPFC and suggested a meeting take place on Thursday 26th Sept 2019 7pm at NTR Parish Hall. Clerk to request question relating to the Agreement be received before this meeting along with the following:
 - LPFC Proposal for realignment of pitch 1 including costing and plan.
 - LPFC Proposal for Changing Rooms – LPFC had previously put forward suggestions for altering the internal layout of the changing rooms from 4 rooms to 2 rooms It is understood that LPFC have already obtained quotations for this work.
- b) Realignment of football pitch – see above
- c) CCTV at Playing Fields – 2 quotes had been received. **AGREED** to defer until next meeting so that the Clerk can advise what laws the installation of CCTV will need to comply with and the required signage.
- d) Grounds Contractor/Grounds Person – To receive draft contract and job specification (previously circulated) – to decide whether to implement tender process – **AGREED** to defer until Working Group can report back with an update re Interim Seasonal Agreement.
- e) Expert Risk Assessment – To receive report from RoSPA and agree to action any findings- although not part of the findings it was **AGREED** that closed car park bunds be reopened to 1.5 metres to allow access to footpath. All other findings were minor and would be dealt with by Parish Orderly and or Groundsman as required. Estates Committee were advised that ELAN had carried out their own health & safety risk assessment for the car park – it was noted that a copy had not been forwarded to LPC **AGREED** the Clerk to contact and request a copy.
- f) Signage for main gate – Update – Quote received £45.00 plus VAT **AGREED** to accept and Clerk to order sign
- g) Changing Rooms, Boiler Service – Update – Service had been completed – cost £40.00 plus VAT.

E95) Raised Flower Tubs and planting:

Chairman advised that one member of the public had come forward to volunteer from the article in Looking @ Locking. The Chairman suggested a Working Group be formed including volunteer – **AGREED** to set up Working Group – volunteers - Cllr Searle and 2 members of the public, to look at replacing all tubs and flower beds and planting ready for Spring 2020.

E96) Tree Planting: The Chairman proposed a working group be formed to look at tree planting at the Playing Field and to look at a memorial tree planting scheme for the Parish as well as off-setting carbon footprint etc. It was noted that free trees were available to schools and community groups via Woodland Trust **AGREED** working group to be formed – volunteers Chairman, Cllr Roberts and Cllr Searle

E97) Allotment & Allotment Paths:

- a) Chairman and ex officio Cllr Jones meet with a local resident regarding the PROW that connects with the allotment paths. Productive meeting resident happy to allow work which will improve the

PROW – It was **AGREED** that when future work did take place written consent is received from the owner of the land.

- b) Anti-Social Behaviour – report from a neighbor that a seated area at the Allotments was allegedly being used for drug taking/transactions. The Clerk had reported this to Police and requested foot-patrols be carried out in the evening whenever possible.
- c) Ark Pre School – Chairman advised a member of the Ark Pre School had requested permission to put up a Perspex screen attached to side of shed to keep the weather at bay when the children were working on the allotment plot – **AGREED**
- d) Allotment Plot 14 – requested permission to use a plastic play house as shelter and play equipment for their young children when working on their plot – **AGREED** the playhouse may be used but to be stored at the rear of the plot when not in use.
- e) It was noted that the Allotment Holder Agreement had not been reviewed for sometime **AGREED** that the Clerk and Cllr Roberts review the Allotment Holder Agreement and put forward recommendations for the next meeting of the Estates Committee.

E98) Storm Water Pond: The Clerk updated that she could only get 2 quotations for the Clear out/maintenance of the pond and the quotes received were outside the limit that the Committee could approve also a wildlife survey would need to be carried out before works took place – **AGREED** to defer to full Parish Council

E99) Hedge Cutting Equipment – AGREED to purchase Echo Hedge Cutter - £525 inc VAT

There being no other business the chairman closed the meeting at 9.15pm.

Signed (Chairman)..... Date

The next meeting of the Locking Parish Council Estates Committee will be Thursday 17th October 2019 7.30 pm in Locking Parish Hall, Grenville Avenue.