



LOCKING PARISH COUNCIL



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**Minutes of a Meeting of Locking Parish Council's Estates Committee held on
Thursday 20 February 2020 at
Locking Parish Hall, Grenville Avenue, Locking**

Meeting opened: 19:30hrs

Meeting closed: 21.30hrs

Present: - Cllr Paul Fowler (Chairman), Cllr Bill Bearsby (Vice Chairman) Cllr Peter Lacey, Cllr Ms Jo Roberts, Cllr Mrs Janet Searle, Cllr A Hetherington, Cllr Mrs W Ashdown, Cllr C Prosser & Ex-Officio Cllr Paul Jones,

Also, in attendance: The Clerk, two representatives from Weston Whippets and two members of the public

MATTERS FOR DECISION

- E127) To receive Apologies for absence and approve reasons where appropriate.**
Cllr Keate
- E128) To receive Declarations of Interest by Cllrs and to consider any written applications for dispensations:**
Cllr Bearsby Min Ref E135, 136
Cllr Lacey Min Ref E135, 136

PUBLIC PARTICIPATION

- E129) To receive and hear any person who wishes to address the committee** – The Chairman had invited representatives from Weston Whippets regarding their request to hold a sports day and run through the Village.
- Fund raising events towards proposed accessibility path/running track:
- Community Sports Day and Summer Family Race (plus virtual race) – to be organised and delivered by Weston Whippets RC
 - These events will be planned for the Summer 2020 at Old Banwell Road Football fields
 - Weston Whippets have qualified Chapter 8 members who would be able to assist with parking and directing vehicles – access would be required for showers and toilets.
 - WW would need to check insurance regarding the Sports Day etc., with their insurance provider.
 - The virtual race would be open to all to bump the fundraising up.
- The below events would not be fund raising for the proposed accessibility path/running track:
- Organise a monthly Mental Health Mile over the summer period – this would encourage the local community to understand why we need to build physical activity in our community. By inviting them to a monthly meet, WW would be able to offer support from their own Mental Health Champions who receive training and ongoing support from England Athletics and Mind.
 - Weston Whippets would also be interested in offering running sessions to children over the age of 12 if Locking would like to assist them in a Youth Running Club.
 - To arrange a New Year's Day Race – to be organised and delivered by Weston Whippets RC
- WW for the above events requested the use of the Playing Field, car parking facilities (playing field and Parish Hall) and Changing Rooms

Chairman thanked the representatives for their time and they left the meeting

The Committee **AGREED** in principal to the use of the playing field and changing rooms for the three events proposed for Summer 2020 and New Year's Day 2021. Clerk to request a copy of their plan for these events and confirmation that these would be covered by Weston Whippets insurance provider along with the dates for the summer events so they can be booked into the playing field calendar.

MATTERS FOR DECISION

E130) Minutes of Meeting: To confirm the Minutes of meeting held on 19th December 2019

RESOLVED: That the minutes of the committee meeting held on 19/12/2019 (previously circulated), be taken as read, agreed as being a true and correct record, and as a consequence, signed by the Chairman.

E131) Finance:

a) To approve the bi-monthly expenditure (20/12/2019 to 20/02/2020)

RESOLVED: The bi-monthly expenditure report was approved.

b) To note the budgetary control report (01/04/2019 to 20/02/2020)

The bi-monthly budgetary control report was noted.

E132) Reports: To receive brief reports (if available (and take any actions if required)) from:

a) **Parish Orderly/Dog Bin Coordinator:**

All dog bins in good order and emptied weekly, bus shelter has been cleaned, streets cleared of litter each day. Every Thursday the whole village gets litter picked after bin men.

b) **Playing Field Groundsman:** Pitches cut and line marked. The clerk discussed the need for a thorough clean of the changing rooms and the current situation with hall bookings, Parish Hall cleaner to be approached to see if 2 hours per week from his Hall contract could be moved over to the changing room **AGREED** subject to Cleaners agreement.

E133) Overseers:

a) Playing Field/The Triangle – Clerk reported a large gap in the hedge row where the old access gate was situated **AGREED** to obtain quotes for fencing. The Clerk advised that she would need someone to provide measurements.

b) *PROWS – The stoning up of the PROW between the allotments and church had been completed, although it was noted by the Chairman that he was disappointed that more work/stones would need to be considered in the Spring

c) Allotments – Chairman had spoken to the Plot holder of no 17 who had requested this plot be remeasured – no issues to report

d) Open Spaces – No report

20.10hrs AGREED to Suspended Standing Orders to move Agenda item 8 Old Banwell Road Playing Field Enhancement Sub Committee and Agenda item 11 To receive Projects for 2020/21 to the end of the meeting

E134) Car Park Maintenance Sub Committee - Old Banwell Road Playing Field

a) To receive draft Terms of Reference – **AGREED**

b) To receive advice from David Fish NSC regarding drainage at the car park – Mr Fish was not available to meet before this meeting.

E135) To receive a draft Car Park Key Agreement for Locking Primary School – AGREED with amendment to: 1a To use the car park for the purpose of a Park and Stride facility during Locking Primary School's hours (term time only) (approximately between the hours of 8.30am and 4.30pm depending on School activities). Clerk to forward to LPS.

E136) Old Banwell Road Playing Field – Attenuation Pond:

a) To receive email from Chair of Governors Locking Primary School – fence that borders the pond and LPS land is damaged – LPS were wondering what the plan was for fencing this area. It was believed that ownership of the fence was with Locking Primary School. **AGREED** Clerk to update School and to also advise that School could apply to LPC for a grant towards to the cost of repairs.

b) Cllr Lacey raised concerns regarding the water depth of the newly cleaned out attenuation pond and suggested warning signs be installed that state 'Danger – Deep Water – Keep Out'. The Clerk had obtained a quotation from AP Signs – to supply the A3 size signage would be £22.50 each plus VAT – **AGREED** to purchase 2 x signs.

It was noted that 2 posts would need to be purchased and the Clerk to ask if Cllr Keate could install.

E137) Playing Field:

a) Tree Maintenance - To receive report and a quote from the Groundsman – the report and quotation was noted. **AGREED** Cllr Bearsby make contact with a parishioner he knows who would dispose of the tree branch etc., free of charge. If this person was unable to do the work then Cllr Jones had a contact who would be willing to remove the tree branches etc.

b) Litter bin – **AGREED** the Clerk to look into purchasing a D ring litter bin to be installed on the outside wall of the changing room.

E138) To receive the following proposals from Cllrs Searle:

- a) Replant hedging and trees in gaps around the Playing Field – **AGREED** The Clerk to contact Woodland Trust and order Hedge Pack
- b) Contact the developer or tree surgeon at Locking Parklands and request the chipping from any trees cut down and be stored on the playing field – It was too late to request these as the job had been completed.
- c) Consider appointing a qualified tree surgeon to:
 - i. remove branches that are likely to fall
 - ii. Clear scrubby tree near pedestrian entrance
 - iii. Tidy trunks of all trees especially in the field to the left of main gate**AGREED** to contact Countrywide and Simmons for quotations
- d) Obtain quote to cut back inside hedge along OBR and clear the ditch – It was noted that the ditch had been cleaned out 2 years ago and the hedging inside and outside the field had been cut back Sept 19
- e) Tidy up what will be the unofficial entrance from Parklands, the hole in the hedge - noted
- f) Quote to be obtained to remove the lumps of concrete, goal posts and chairs from the playing field – Contractor would remove the concrete when the work on French drain started. **AGREED** Cllr Prosser to contact scrap metal merchant with regards to the removal of goal posts and chairs.
- g) Dog Bins:
 - i. Move from central position on Byron Road/Elm Tree Road junction to one end of grassed area – **AGREED** to move – exact location to be decided
 - ii. Move from Elm Tree Road next to bus stop and notice board – **AGREED** this dog bin remain insitu
 - iii. Check out areas where there are no dog bins and install, bearing in mind emptying – **AGREED** 2 new dog bins and fixing be purchased (cost approx. £200 each) – new location 1 x The Orchard grass verge near to Notice board Clerk to check with NSC, 1 x The Ransom Strip at Manor Gardens/Beechwood Avenue.

E139) Raised Flowers tubs and planting:

Hutton in Bloom had barrel planters for sale at £50 each – Clerk to thank them but on this occasion we would decline.

21.00hrs RESOLVED that in view of the special nature (Code of Conduct) of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they were instructed to leave.

21.10hrs approx. meeting resumed to discuss the following:

E140) Old Banwell Road Playing Field Enhancement Sub Committee:

- a) To receive Terms of Reference – **AGREED** subject to the following:
 - term 'Leader' be replaced with 'Chairman'.
 - Item 6 to include and circulated to all Cllrs
 - Item to be added regarding the allocation of a budget
- b) To receive a request for £1000 budget/funds allocation to the Sub Committee this would be in order to facilitate the work of the Sub Committee **AGREED** to allocate £1000 from projects
- c) To receive draft 'Special Edition' of Looking at Locking **AGREED** subject to amendments
Change the name of Pocket Park – Government funding initiative which was unsuccessful, another name to be decided.
To include date of Public Consultation
- d) To request permission from the Estates Committee for a limited 'targeted' pre-consultation, using the separate booklet coupled with a questionnaire, approx. 10-20 booklets printed **AGREED**
- e) Public Consultation – to go out for public consultation at the Annual Parish Assembly on 23 April 2020 - **AGREED**
- f) Pocket Park – Notification received that the funding application had been unsuccessful – decide next steps. **AGREED** to look for further funding

E141) To receive Projects for 2020/21 – Not discussed

There being no other business the Chairman closed the meeting at 21.30pm.

Signed (Chairman).....

Date

**The next meeting of the Locking Parish Council Estates Committee will be Thursday 16th April 2020
7.30 pm in Locking Parish Hall, Grenville Avenue.**

DRAFT