



LOCKING PARISH COUNCIL



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

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Minutes of a Meeting of Locking Parish Council's Hall & Park Committee held on Thursday 23rd January 2020 at Locking Parish Hall, Grenville Avenue, Locking

Meeting opened: 19:30pm

Meeting closed: 21.00pm

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

Also, in attendance: The Clerk

MATTERS FOR DECISION

H55) To receive any Members' apologies for absence: Cllr A Hetherington, Cllr J Roberts, Cllr E ap Rees - Approved

H56) To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations – None

PUBLIC PARTICIPATION

H57) To receive and hear any person who wishes to address the Committee, upon prior notice being received – No one present.

MATTERS FOR DECISION

H58) To receive and confirm the Minutes of the Committee meeting held on 21st November 2019.

RESOLVED: That the Minutes of the Committee meeting held on 21/11/2019 (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.

H59) To receive any update on items in those Minutes which are not included on the Agenda - None.

H60) Financial Reports:

a) To approve the receipts & payments (22/11/2019 to 23/01/2020)

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

b) To note the bi-monthly budgetary control report (01/04/19 to 23/01/2020) – **Noted**

H61) To deal with any items in the Park for repair, maintenance or disposal:

a) **Tree Survey of the Park** – Carried out January 2020 by Broadway Tree Consultancy. 10 trees identified for works to be carried out within a 3–6month period. The Clerk had obtained 2 quotations for the work to be carried out.

RESOLVED to accept Quote 1 £600.00 plus VAT – Simmons Tree Care – Clerk to contact and liaise with contractor

b) **The Green:**

Large Tree on The Green – Clerk to contact Simmons to ascertain the condition of this tree and if it was included in the survey.

It was noted that the Ark Pre School still needed to remove 6 tyres from the Green Cllr Keate offered to remove them – Clerk to update the Ark and thank them for leaving the Green in such good order

H62) To deal with any items in/around the Hall for repair, maintenance or disposal:

a) **Electrical Certificate** – in consultation with the Chairman - completed 3rd January 2020 by Principal Electrics £355.00 plus VAT – **AGREED**

b) **Beverage maker** – instant hot water machine – Clerk reported that the plastic handle had snapped off – in consultation with the Chairman, Principal Electrics had been contacted to supply and fit new part £108.00 plus VAT – **AGREED**

c) **Smart Meters** – Electric Smart Meter had been fitted Dec 2019, Gas to be fitted Feb 2020

H63) Reports: To receive reports (if available) and discuss/decide on any action to be taken

- a) Parish Orderly – Parish Orderly reported:
Park cleared of rubbish, bins emptied each day
Park Equipment inspected
As per Min Ref H44 a) The Clerk had contacted GB Leisure and ordered parts to the total of £251.60 plus VAT **AGREED**
Minor repairs completed to various play equipment as part of winter maintenance, two items were outstanding the Wobble board and seesaw seat – all parts now received and Parish Orderly will continue with maintenance.
- b) Cleaning contractor – Report noted – items raised:
Window pane in main hall need reglazed – Clerk to find out who installed and get quote
Lights being left on in toilet cubicles – Review again in March, in the main time Clerk to put up reminder notices
- c) Grounds care contractor – Report received - Noted

H64) Projects for 2020/21. Confirmation of Projects:

- a) Purchase and install 3 picnic tables in park, Forest-Saver recycled plastic, heavy duty use picnic tables including rooffast anchor kits – Approx. cost £2000 - **AGREED**
- b) Lighting along footpath through park – discussed low level lighting and 2 x lamp posts – Clerk to chase up Centregreat

H65) PARK Play Equipment – To receive quotation for the following:

- a) Embankment Slide – to repair and supply part – **AGREED** to accept quote from GB Leisure £1648.00 plus VAT
- b) Clatter Bridge – To supply parts: wooden bridge and 2 posts **AGREED** to accept quote from GB Leisure £675.00 plus VAT – work to be carried out by Parish Orderly as part of winter maintenance.

H66) Parish Hall Car Park:

Request to loan lining equipment/machine from Locking Primary School – Cllr Keate advised that LPS no longer have the equipment – **AGREED** the Clerk purchase wheeled Line Marking Paint Applicator

- a) To consider signage for the car park – **AGREED** to accept quote from AP Signs for 1 x sign £22.50 plus VAT.
- b) Flower tubs/planters – delivery expected end of February.

H67) Refurbishment of Parish Hall:

- a) 2 x Quotations had been received for the repainting the bottom section of main hall, serving hatch and storage area of stage. **AGREED** to accept quote 2 – Locking Gardening Services £756.00 plus VAT Clerk to contact re dates for commencement of work.
- b) Safety lining of stage area update – Alpine Services will be commencing the work February half term

H68) Parish Hall – to discuss the long-term future of the Parish Hall – AGREED to be agenda item for next full council meeting.

H69) Christmas Tree:

- a) To ratify the purchase of Christmas tree for roof of Parish Hall £27.00 **AGREED**.
- b) Clerk to get quote for the installation of outside power source on the flat roof space.

H70) Items for next Agenda:

- a) Commercial floor mats
- b) Outside power source (plug)

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.

H71 Groundsman Annual Review of contract – No work related issues raised, Committee generally happy with the Contract.

There being no further business the Chairman closed the meeting at 21.00hrs

Signed (Chairman).....Date.....

The next meeting of the Locking Parish Council Hall & Park Committee will be on Thursday 19th March 2020 at 7:30pm in Locking Parish Hall.