



LOCKING PARISH COUNCIL



The Village Hall, Grenville Avenue, Locking, BS24 8AR
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Minutes of a Meeting of Locking Parish Council held on Thursday 2nd July 2020 at 7:30pm via ZOOM

Meeting opened: 7.30pm

Meeting closed: 9.50pm

Present: Councillors: P Jones (Chairman) L Mason, P Fowler, P Lacey, Mrs W Ashdown, W Bearsby, Ms J Roberts, Mrs J Searle, A Hetherington, C Prosser, Cllr P Harris

Also, in attendance: The Clerk, 1 member for the public

MATTERS FOR DECISION

C231 To receive Apologies for absence and to approve reasons where appropriate –
Cllr J Keates, Cllr E ap Rees, Mr C Dumbell

C232 To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations: None received.

C233 Council to re-adopted the following subject to any amendments recommended by Finance Committee and Review working group (amendments highlighted in red)

- a) Standing Orders - **AGREED**
- b) Supplementary to Standing Orders: **AGREED** with amendment to 2.1 Co-option: To attend one full Parish Council meeting and 2 Committee meeting. The Clerk advised that the Co-option Policy would also need to be amended and adopted at the next meeting of the Parish Council. Vote noted 10 for, 1 against, 1 abstain
- c) Financial Regulations: **AGREED**
- d) Risk Assessment – Financial and Management: **AGREED**

C234 Parish Council to adopt new supplementary Standing Order:

- a) to manage 'virtual meetings' of the council and a protocol to manage those meetings: **AGREED** to adopted with a review in six months.
- b) Scheme of Delegation: **AGREED** with the added amendment to The Clerk Shall manage all volunteers with assistance of Council and team

C235 Parish Council to adopt Retention & Disposal of Documents Policy and associated documents: AGREED to adopt

C236 Finance Committee – To receive and adopt Terms of Reference. Two members stated they had not received the document, the Clerk checked that all documents had been emailed out to Cllrs- the document had been emailed on 23 June 2020. In view of the above and allow those Cllrs to peruse the document **AGREED** to be deferred to next meeting of full Council. It was also **AGREED** to accept these Terms of Reference in the interim

C237 Chairman's Report: Noted by Cllrs (copy available from the Clerk)

PUBLIC PARTICIPATION

C238 To receive and hear any person who wishes to address the Council, upon prior notice being received.

- a) Unitary Cllr/Liaison Officer Report – No report received
- b) Police Report – Report Noted. Copy available from the Clerk

MATTERS FOR DECISION

C239 To receive and confirm the Minutes of the meeting held on 5th March 2020

RESOLVED: That the Minutes of the Council meeting held on 05/03/2020 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, to be signed by the Chairman of the meeting in the presence of the clerk at the earliest opportunity.

C240 Finances:

- a) To receive and approve monthly expenditure from 1st April 2020 – 30 June 2020.
AGREED to be signed by Cllr Searle in the presence of the Clerk at the earliest opportunity
- b) To receive and note the Bank Reconciliation for March 2020, noted and signed Exe Min 61
Noted by Full Council
- c) To receive and note the Bank Reconciliation for April 2020, noted and signed Exe Min Ref 67a
Noted by Full council
- d) To receive and note the Bank Reconciliation for May 2020. **AGREED** to be signed by Cllr Searle in the presence of the Clerk at the earliest opportunity
- e) To receive and agree any Grant applications – None received
- f) Exe Min Ref 67b - To retrospectively agree payment for renewal of insurance - Came & Company Insurance for the amount of £2625.87, option agreed to take up 3 year binding long agreement term at the same premium as an annual premium of £2625.87 inclusive. **AGREED**
- g) Executive committee Min: Exe55 To agree retrospectively the donation of £500 to LPS food bank initiative – expenditure under Sec 137 **AGREED**
- h) Annual Governance and Accountability Return 2019/2020 Part 3, p3 – Annual Internal Audit Report 2019/2020 has been completed and the end of year report and financial risk assessment is presented to council for acceptance. **AGREED** to accept Internal Audit Report
- i) The Statement of Accounts for 2019/2020 financial year, prepared on a receipt and payments basis are presented to council for approval. **AGREED** to approve the Statement of Accounts for 2019/20
- j) To receive and sign Annual Accounts Section 1 2019/2020, Box 1 – 8 of the Annual Governance Statement is recommended for completion as 'yes' and with box 9 completed as N/A
RESOLVED: That the Annual Governance Statement be completed and approved and duly signed by the Chairman and Clerk/RFO at the earliest opportunity.
- k) To receive and sign Annual Accounts Section 2 (Accounting statements 2019/20) **RESOLVED:** That the Annual Governance Statement be completed and approved and duly signed by the Chairman and Clerk/RFO at the earliest opportunity.

C241 To agree regular standing order and direct debit payments made from Unity Trust Bank Account (previously circulated) - AGREED

C242 Internal Auditor: To agree the appointment of the internal Auditor: **AGREED** to appoint Mr Philip Smith as Internal Auditor for the financial year 2020/21

C243 Confirmation of dates of meetings for the Council year 2019/20: To agree the first Thursday of each month for full council meetings and the 3rd alternate Thursday for Standing Committee meetings. Cllrs noted that the Finance & Strategic Planning Committee dates were also included **AGREED** to accept the dates with one amendment to 10 December 2020 TBC

C244 Regular Reports: To receive and note the following regular reports:

- a) **CPRE** – Mr Dumbell reported that CPRE were awaiting to be consulted on NSC New Replacement Plan and the redesignation of the Snowdome Site to appear.
- b) **PC Committees & Working Parties:** No reports
- c) **Locking Parklands Stakeholders:** No reports

C245 Planning:

- a) **20/P/0346/FUH** 29 South Lawn Locking – single storey rear extension. Noted the application had been granted permission
- b) **20/P/1049/FUH** 17 Anson Road Locking – Proposed erection of single storey front porch and two storey rear extension with raised decking – **AGREED** Neutral
- c) **20/P/1079/FUH** 19 Grenville Avenue Locking – Proposed first floor extension above existing extension to front of property. **AGREED** Neutral
- d) **20/P/1108/FUH** 5 Woolvers Way Locking – Proposed two storey rear extension. **AGREED** Neutral

- e) **20/P/1141/FUH** 5 Tower Hill Locking – Proposed single storey side/rear extension. **AGREED**
Neutral
- f) **20/P/1163/FUH** 11 Pinetree Road Locking – Erection of a two storey and single storey rear extension. **AGREED** Neutral

C246 ICT Upgrade – To accept recommendations from the Executive Committee and ICT WG

- a) To agree new ISP provider **AGREED** that Council change the current existing internet service provider to Plusnet Unlimited Business Fibre Broadband (telephone line & broadband – retaining existing number) £35.00 per month plus VAT in an effort to improve connectivity and reliability telecommunications for the Parish /council. Any increased cost to be kept under £10.00 per month (£650.00 max)
- b) To agree to accept quotations to upgrade ICT to Microsoft 365 – **AGREED** the application and purchase of software to facilitate the migration to Microsoft 365+ (including Outlook e-mail) across all existing devices. Including the proposed future purchases. Includes application to Microsoft for discounted monthly user running costs up to £4.00 per month (current prices) and to accept the quotation from 2it Systems to affect the necessary technical installation works and testing.
- c) Microsoft users £720.00 pa+
- d) 2it Technical work £552.00
- e) Total cost for 1 year £1272.00
- f) To agree to purchase equipment to enable a trial to move Councillors to online working. **AGREED** in principal to the purchase of 6 devices as part of a trial scheme for Council/Cllrs. The scheme to be outlined in due course. £2500.00 approx.
- g) To agree that funding for the above to come from the Small Business Grant received from the
- h) Governments COVID 19 initiative. **AGREED**

C247 Hall Park & Green – Re-opening of the Parish Hall – to receive an update from the Chairman and Chairman of the Committee with regards to COVID 19 advice received from Government and to agree a date for re-opening.

Hall:

Locking Primary School will let us know within the next 3 weeks whether they would like to use the hall, therefore cannot at this point advise regular hirers that the hall will reopen in July

Chairman and Vice chairman recommend that the hall remain closed and reopen in Sept subject to Locking Primary School using the hall AGREED

Works undertaken so far at the Hall:

- Hand Sanitiser Dispensers fitted at the entrance, kitchen and within the main hall
- Soap Dispensers to be fitted in gent's toilet and kitchen
- Hand towel dispensers fitted in all toilets and Kitchen
- Notices advising of social distancing, hand washing, hand sanitisers etc., continued to be fitted
- Seated floor plan adhering to 2m social distancing 16 seated main hall – 3 seated on stage
- Standing floor plan – 22 standing
- Self certification to be completed when all of the above is finalised along with risk assessment and published on the inner foyer notice board

Park:

Document for the suggested reopening of park equipment previously circulated – Park Equipment is being used now regardless of the closure or restrictions

Suggested opening date 11 July **AGREED**

- Parish Orderly has continued with the monthly checks of equipment, all minor works have been
- carried out
- Slide has been repaired
- RoSPA completed their inspection last week
- Swing sets with 2 swings – suggest the distance between each swing seat is measured if less than 2 metres one swing seat be removed from each set
- Quotes for Notices with the wording suggested by the Clerk £22.50 each x 5 £112.50
- **AGREED**
- Similar notices to be placed in hall – slight adjustment for wording – no charge.

C248 Estates Committee – Re-opening of the changing rooms and use of the pitches – to receive an update from the Chairman:

Changing Rooms

- One side of the changing rooms is open for use
- It has had:
- deep clean by Cleaner
- Hand sanitiser dispenser fitted
- Hand towel dispenser fitted in toilets and Kitchen area
- Hand wash has been supplied - soap dispenser to be fitted
- Toilet Rolls and cleaning materials supplied
- New bins in toilet and changing room
- Social Distancing, wash hands, sanitise hands and COVID advice signage fitted

Second set of changing rooms:

Still require deep clean, and equipment and notices to be fitted, repairs to kitchen cupboard

Received quote from D Talbot:

To repair hole in ceiling

Repaint both sets of changing rooms

£80.00 materials

£400.00 Labour

AGREED to accept quote from D Talbot

LPFC Football training has started for all ages

Risk assessment has been received from LPFC

New season agreement has been sent to LPFC by the Clerk

New fence installed £980 plus VAT

C249 Memorial Bench - request from member of the public. The Clerk to contact and suggest The Green, Playing Field possibly “meadow side” or near the pond.

C250 Zoom meetings – Agenda item requested by Cllr Searle. Cllr could not recall why she had requested this as an agenda item and requested it was withdrawn **AGREED**

C251 Clerk’s Report, Correspondence & Items for next Agenda:

- a) St Augustine’s Church Parochial Church Council had voted to delay opening for worship and will reconsider this again in mid-August. Daily service are online via the website. Church would be opening for private prayer on Thursday 9th July, Thursdays 10am-1pm and Sundays 2pm – 5pm.
- b) ALCA had sent details of: code of Conduct Consultation 2020 – Clerk had emailed link to Cllrs

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.

C252 Matters relating to a potential breach of Code of Conduct

Discussion ensued, although no evidence of a breach to Code of Conduct it was **AGREED** that the Chairman write to the member concerned and request that the member consider their position on the Parish Council.

There being no further business the meeting Chairman closed the meeting at 9.50pm.

Signed (Chairman).....

Date.....

The next meeting of Locking Parish Council will be at 7:30pm via on Thursday 6th August 2020.