



# Locking Parish Council

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

## Minutes of a Meeting of Locking Parish Council's Assets & Amenities Committee held on Thursday 17 July 2025

Meeting opened: 7.00pm

Meeting closed: 7.40pm

**Present:** Councillors: Cllr W Ashdown, Cllr Jones, Cllr M Tremlett, Cllr Bearsby, Cllr P Schofield, Cllr I Hilder, Cllr T Sizer, Cllr P Lacey, Cllr C Prosser, Cllr T Poynton, Cllr P Huish

**Also, in attendance:** The Clerk and 1 member of the public

### PUBLIC PARTICIPATION

To receive and hear any person who wishes to address the Council, upon prior notice being received  
(The Chairman will select the order of the matters to be heard, each speaker will be limited to a period of 3 minutes (to a maximum of 15 minutes total public participation at the Chairman's discretion. **None received.**

### AGENDA

#### MATTERS FOR DECISION

27) To receive any Members' apologies for absence and to approve reasons where appropriate:  
Cllr ap Rees – Approved

28) To receive Declarations of Interest by Cllrs and to consider any written applications for dispensations: None received.

29) Minutes of the Meeting:

To receive and confirm the Minutes of the Assets & Amenities Committee meeting held 19 June 2025.

**RESOLVED:** That the Minutes of the Committee meeting held on 19 June 2025 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, signed as such by the Chairman of this meeting.

30) Financial Reports:

a) To receive and approve receipts and payments for Assets & Amenities Committee from 19 June 2025 to 16 July 2025.

**RESOLVED:** The payments were approved and signed by Cllr Schofield.

b) To receive the Budgetary control report (01/04/2025 – 16/07/2025)

**Noted** and signed by Cllr Schofield.

31) Old Banwell Road Playing Field:

a) To receive an update re LPFC installing a container at the playing field and agree any actions. The Clerk advised that the football club had found someone who could install a storage facility/shed and hoped to provide an update in the next 2 weeks.

b) Tiny Forest – Cllr Huish discussed the current maintenance provision and the reliance on volunteers to carry out this work. The Clerk advised that she had contacted a gardener/handyman Mr J Southcombe who would be willing to do ad hoc hours to help keep on top of the maintenance i.e. weeding/grass cutting the area, at a reasonable hourly rate of £15 per hr, he also had his own public liability insurance and transport.

It was **AGREED** that the Clerk look to hire Mr Southcombe on an ad hoc basis.

It was also noted that Mr Southcombe could assist the Parish Orderly with some of the heavier aspects of his job.

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- c) Lining Car Park: Quotation had been received from WSM Road Marking & Traffic Management Services Ltd for the following:  
 15no standard white car bay lines  
 2no disabled bay including hatchings & logo  
 100mm lines for walkway  
 4no 1m high walking man symbols  
 Minimum charge £1500 **AGREED** to accept this quotation but the Clerk to go back to the company and request that a yellow keep clear hatched box in front of the emergency field access gate be included in the cost.
- d) Return of Bamboo on the playing field. Although the main root had been dug out, runners had started appearing on the Council owned side of the fence. Discussion ensued over whether to dig out or weed kill. It was **AGREED** weed kill would be the best option with treatment starting as soon as possible and retreat as necessary. The Clerk to purchase Gallup Hi-Aktiv Amenity Glyphosate 5L – super strength – public areas and instruct Mr Southcombe to carry out this work.  
 The Clerk also confirmed that the neighbour had paid his contribution to the cost of the removal of the large root that was situated on his land.
- e) Works to Changing Rooms – Cllr Schofield confirmed that the works were complete except for a shower drain cover which still had to be sourced and installed, other than that the works had been completed to a high standard.  
 The Clerk confirmed that cost of materials £56.79 - already paid for.  
 Labour cost £201.60 **AGREED** to pay this amount.

### 32) a) Clerk's Report:

- **The Parish Council** have taken on more projects which have a maintenance value and residents' high expectations that these should be well cared for and maintained.  
 At present the Parish Orderly has 15hrs per week dedicated to open spaces/litter picks/play equipment inspections and repairs/allotments/PROW's/orchard/strimming/hedge cutting and anything else Council put to him. He also has an additional 4 hrs per week to empty the dog waste bins.  
 The Parish Orderly does not wish to take on any additional hrs.  
 Long term the Parish Council should look at taking on extra help as the Parish Orderly's job role has far exceeded the original concept. As a Council we also should be providing holiday/sickness cover in his absence, Council cannot rely on volunteers to assist with this.  
 In the short term I would like to be able to use Mr Southcombe ad hoc to help the Parish Orderly with some of the heavier jobs i.e. planting up tubs, collecting plants, large bags of compost, repairs to slide hill which will involve moving heavy loads of soil, helping with watering during the hot dry spells, hammering posts back into the ground at the playing field etc., and also to provide holiday cover.  
 This will be an agenda item for the next full council meeting for consideration.
- **Dead Tree** at allotments needs felling – obtaining quote from groundsman
- **Parish Hall** – deep clean will take place over school holidays
- **Baby changing unit main hall** – expected delivery of new unit Monday – Out of Order Notice will placed on old unit.
- **Changing Rooms Security Light:** Principal Electricals have attended the Playing field today and made save the cable there.  
 He has ordered a cage as that is missing and will fit the cage and the new light in the next few days. He will also give a price to replace all the old units.
- **OBR Gate/fence** to be installed Monday 4 Aug 25 – If PO on hand he will give them access to field – if not we will require a volunteer please – Cllr Jones volunteered to open and close up if Parish Orderly not available
- **Training** Parish Orderly has undergone his playground inspection training to renew his certificate.
- **Flat Roof replacement** – 4 companies have been contacted and we are awaiting quotes - this will go to the Sept Council meeting – potentially £10,000 plus - **£5000 has been set aside** for building maintenance for this financial year.
- **The Electric Gate Company – Expert Opinion**  
 The above advised that they would not be able to offer automation for the existing gates.  
 The current condition and hinge arrangement create closing gaps that pose a safety risk for automation. In addition, the above-ground automation system requires a suitable mounting point

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on the gate leaf, and the thin vertical metal uprights present are not adequate for this. There are also visible signs of corrosion and damage on the left-hand gate leaf, which further impacts the feasibility of automating the existing setup.

Given these factors, the only safe and reliable solution would be a complete installation, including new gates, posts, and automation equipment.

Given the above advice the Clerk has requested a quotation and will of course look at other companies for costings. - **£5000 has been set aside for this project.**

- **Emergency Contact details for Parish Hall:** Cllr Ashdown has expressed her wish to be removed as first contact – Cllr Hilder volunteered to be first contact with the Chairman of the Council as second contact and Vice-Chairman of Council Cllr Tremlett as third contact. Updated notices will be circulated shortly.

b) **Correspondence: None**

c) **Items for next Agenda: None**

**There being no further business the meeting Chairman closed the meeting at 7.40pm.**

Signed (Chairman) W. Ashdown Date 18 Sept 2025

**The next meeting of Locking Parish Council's Assets and Amenities Committee will be held on 18<sup>th</sup> September 2025 at 7.00pm.**

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.*

