



Locking Parish Council

☎ 01934 820786

✉ clerk@lockingparishcouncil.co.uk

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

Members of the Public and Press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 section 1 extended by Local Government Act 1972 section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose and **providing that prior notice has been given to the Parish Clerk by 12noon on the Tuesday preceding the meeting.**

To: All members of Locking Parish Council:

Dear Councillors

You are summoned to a meeting of **Locking Parish Council, to be held at Locking Parish Hall, Grenville Avenue, Locking on Thursday 4 December 2025** commencing at **7:30pm** when the following business will be transacted.

Dawn Tremlett

Mrs Dawn Tremlett
Parish Council Clerk
25th November 2025

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).*)

- a) Unitary Cllr/Liaison Officer Report
- b) Police Report

AGENDA

MATTERS FOR DECISION

- 1) To receive Apologies for absence and to approve reasons where appropriate.**
- 2) To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations.**
- 3) Minutes:**
 - a) To receive and confirm the Minutes of the Council meeting held on 6th November 2025.
 - b) To note the Draft Minutes from the Finance & Human Resources Committee meeting held on 20 November 2025
- 4) Finances:** For members to note/approve the finances for November 2025.
A nominated member to sign and date each page.
 - a) To receive and approve monthly receipts and payments from 1st November to 31 November 2025.
 - b) To receive and note the Bank Reconciliation and Unity Trust Bank Statements for October 2025.
 - c) To review expenditure against Budgets.
 - d) To receive and agree any Grant applications
- 5) Chairman's Report**
- 6) Regular Reports:** To receive and note the following regular reports:
 - a) CPRE
 - b) Locking Parklands Stakeholders

- 7) Planning** (applications can be viewed via North Somerset Council Planning Applications website):
- a) **Approved Planning Application 25/P/0739/FUL Frames Snooker Hall Weston Business Park**, Laney's Drove, Locking – Complaints/concerns received from local residents regarding impact of overspill vehicles parking along Laney's Drove.
 - b) **25/P/2297/AOC – Phase 8 and 10 Locking Parklands** – Request to discharge condition 27 (Biodiversity management plan) on application 13/P/0997/OT2
 - c) **25/P/2347/NMA – Land South of Somerset Avenue WSM** – Non-material amendment to Planning Application 21/P/1220/RM (Reserved matters (appearance, landscaping, layout and scale) for 425 residential dwellings (Use Class C3), 300sq commercial floorspace (Use Class E), along with associated open space and landscaping, including discharge of conditions 3 (Reserved Matters), 11 (Access for rhyme/watercourse maintenance), 13 (foul water disposal), 14 and 15 (Hard and soft landscaping), 16 (Landscape management plan), 17 (tree protection fencing), 20 (detailed highways plan), 23 (Landscape ecological management plan), 24 (dark vegetated corridor), 25 (Ecological constraints plan), 30 (#engery strategy), 31 (Finished levels), 32 and 33 (materials samples), 34 (Boundary enclosures), and 35 (service equipment) associated to outline planning permission (ref. 16/P/2758/RG4 amended by 20/P/0692/NMA) to allow for the alteration of materials for the proposed bike and bin stores from timber and brick to brick only.
 - d) **25/P/2323/TPO 24 Elm Tree Road** – T1 – Walnut – Previously pollarded at around 2.5 meters from the ground, decay has now started within these pollard points with around 7 meters of regrowth from the pollard points. Whole crown reduction by up to 2 meters to suitable growth points, leaving a good amount of leaf bearing material but reducing stress on the compromised pollard points.
- 8) LPC Documents** - To review, consider any amendments and approve the following documents:
- a) Investment Strategy Policy
 - b) Financial Reserves Policy
 - c) Privacy Notice
 - d) Use of Social Media in Council Meetings
- 9) Finance & Human Resources Committee to receive recommendations for the following:**
- a) General Account Estimates for 2026/27
 - b) Assets & Amenities Estimates for 2026/27
 - c) Earmarked Reserves for 2026/27
 - d) Projects for F/Y26/27
- 10) Flooding drains at The Bury:** Email from a concerned resident from The Bury requesting that LPC investigate the overflowing drainage issue on The Bury.
- 11) Clerk's Report, Correspondence & Items for next Agenda:**
(Please note that the Council is unable to make any formal decisions under this item).
To receive the Clerk's report, note any correspondence received since the last meeting that is not an item on the Agenda and note items for the next Agenda.

PART TWO

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.

12) To receive Letter of Resignation from Mrs Dawn Tremlett, the Clerk/RFO

13) Matters relating to current Clerk's Assistant:

- Training Agreement: confirm agreement has been accepted and signed.
- CiCLA Course: confirmation that Clerk's Assistant will begin the course 2nd December.

14) To receive recommendations from the meeting of the Finance & Human Resources Committee held on 20 November 2025

- a) New Clerk from 1 April 2026:
 - Confirm start date
 - Confirm working hours for the new Clerk
 - Confirm Salary
 - Confirm Job Role/Specification
- b) New Clerk's Assistant:
 - Confirm start date
 - Confirm working hours for the new Clerk' Assistant
 - Confirm Salary
 - Confirm Job Role/Specification
 - Agree advertisement for Clerk's Assistant and closing date for applicants
 - Agree members for Interview Panel
 - Agree a date for interviews

The next meeting of Locking Parish Council 8 January 2026.

*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.*