



Locking Parish Council

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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 in the Nurse Thomas Suite at Locking Parish Hall, Grenville Avenue, Locking on Thursday 5 February 2026** commencing at 7:30pm when the following business will be transacted.

Dawn Tremlett

Mrs Dawn Tremlett
Parish Council Clerk
27 January 2026

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 8 January 2026.
 - b) To receive and confirm the minutes of the Council meeting held on 22 January 2026
 - c) To note the Draft Minutes from the Assets & Amenities Committee meeting held on 15 January 2026
 - d) To note the Draft Minutes from the Executive Committee meeting held on 28 January 2026
- 4) **Finances:**
 - a) To retrospectively approve Payments and Receipts for all accounts for January 2026
 - b) To authorise bills for payment for January 2026
 - c) To receive and note the Bank Reconciliation for December 2025 and note the Unity Trust Bank Statements, Nationwide Bank statement December 2025.
 - d) To review expenditure against Budgets.

- e) To approve the closure of Nationwide Building Society Account and the transfer of funds to Unity Trust Bank as per Min Ref: LPC79 dated 4 September 2025.
- f) AGAR 2024-2025 Due to rounding up error Restate box 3
- g) 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): **None received**

8) LPC Documents - To review, consider any amendments and approve the following documents:

- a) Health & Safety Policy
- b) Fire Prevention Policy

9) Repairs to Roundabout at Locking Village Park.

To ratify Executive Minute Reference Exe 09 – Quotation for repair works to roundabout.

10) Office Mobile Phone Contract: To agree mobile phone contract for the Parish office.

11) North Somerset Council: A371 Knightcott Road 'Missing Link' scheme for walking and cycling improvements. The proposal includes the provision of a 3m wide bi-directional shared path on the north side of the A371. Invitation to submit feedback and/or questions.

12) 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 2

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.

13) Additional Parish Orderly

- a) To consider employing or contracting an additional part time Parish Orderly
Subject to the above:
- b) To review draft job role
- c) Agree working hours and hourly rate
- d) Agree start date
- e) Agree advertisement
- f) Agree interview panel

14) Appointment of Clerk/RFO

- a) To confirm appointment and start date.
- b) To review new contract of employment.
- c) To review offer letter.

The next meeting of Locking Parish Council 5th March 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.