



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 16 October 2025

Meeting opened: 7:30pm

Meeting closed: 8:10pm

Present: Councillors: Cllr W Ashdown, Cllr M Tremlett, Cllr P Schofield, Cllr P Lacey, Cllr C Prosser, Cllr K Shepherd, Cllr Hilder, Cllr Poynton, Cllr Bearsby

Also, in attendance: The Clerk

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

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

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

42) Minutes of the Meeting:
To receive and confirm the Minutes of the Assets & Amenities Committee meeting held 18 September 2025.

RESOLVED: That the Minutes of the Committee meeting held on 18 September 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.

43) Financial Reports:

a) To receive and approve receipts and payments for Assets & Amenities Committee from 18 September 2025 to 15 October 2025.

RESOLVED: The payments were approved and signed by Cllr Bearsby.

b) To receive the Budgetary control report (01/04/2025 – 15/10/2025)

Noted and signed by Cllr Bearsby.

44) Outdoor Christmas Memorial Tree: Response from Locking Parklands

community@lockingparklands.co.uk to Council's request to install a temp Christmas Tree at the site of the RAF Apprentice memorial area.

Community@lockingparklands team were happy in principle and submitted the following questions below:

- 1) How big is the tree? 2m small tree probably less of an issue but if its large then more issues around installation, safety etc.
- 2) How is the tree being secured? In Ground, Above Ground?
- 3) Will it need ground clearance of services pre dig.
- 4) Any lights - then need to identify where power and lighting all external weather proof and connected by qualified contractor - we can't offer a connection so they will need to agree that with NSC - streetlights?
- 5) It needs to be set back from the public highway footpath.
- 6) Contractors and Council need Product, Public and Contractor Prof Indemnity insurance.

- 7) Contractors will need to do a RAMS for installation with us. Working at height etc, installation, tree falling over, tree hitting car/road/people how mitigated.
- 8) The memorials - any person placing on the tree - must know that the tree will be removed and memorials taken off at end of Christmas - so we don't create a "memorial tree" that then needs people's permission to remove memorials from....
- 9) If using JCB or similar on area, and post removal of tree - we'd need confirmation of replacement to pre start state.

Members **AGREED** the following:

- a) Purchase of no.2 2m – 3m trees locally sourced.
These to be planted in large plastic dustbin – held in place by soft ground anchors as per picnic tables/benches – holes drilled in base – anchors fitted. Tree planted and filled with soil – should be heavy enough not to be blown or pushed over although earth anchors would hold it in place.
- b) Earth Anchors, Dustbins (70L) to be purchased – Clerk to source suitably priced items.
- c) Lights – winter solar powered lights – no. 2 sets to be purchased from The Solar Centre (online store).
- d) Article went out in recent edition of L@L regarding installation and removal of tree and decorations along with type of decorations that would be unsuitable.
- e) Banners with LPC logo and stating Christmas Memorial Tree etc., source no.2 best price.
- f) Purchase 100/200 blank wooden tree decorations to sell to public for £1 to hang on tree – proceeds
- g) to Skatepark fund.
- h) It was also **AGREED** that the Clerk contact community@lockingparklands team with the above in response to the questions that they submitted. If this was not acceptable to them the Clerk to contact Directors at Flowerdown Park to request permission to site, the tree on their land.
- i) Volunteers to collect and set up both trees on 30 November: Cllr Prosser, Cllr Tremlett and Cllr Jones.

45) a) Clerk's Report:

- **Locking Park** – Repairs to the slide embankment had been completed.
- **L@L Newsletter:** The Clerk updated that a few volunteers including the Clerk's Assistant and Parish Orderly had delivered the newsletter. Continued delivery of the newsletter would need to be investigated at the next Full Council Meeting.
- **ASB:** Cllr Schofield reported that school children (mix boys and girls some on bicycles) from the local secondary school were involved in an incident whereby a local resident with their child had been verbally abused and intimidated by this group while walking near to Locking Park. The resident was clearly upset and shaken by the incident, the Head Teacher from the school had been called and had spoken to the resident.
It was noted that ASB in the wider community was becoming more prevalent.

b) Correspondence:

Locking Primary School: Letter from Head Teacher Roxanne Simpson highlighting significant safety concerns at drop off and pick up times at the OBR car park which included unsafe parking, putting the safety of children at risk. Reports of parking across grassy areas and then reversing onto the footpaths while some were in use by children and parents/carers along with aggressive and threatening behaviours from some individuals which is causing upset and worry for families and residents.

The Clerk advised that she had arranged a meeting with the head teacher and PCSO Hemmett on Tuesday 21 October at the car park.

Members discussed the possibility of installing bollards to limit vehicle access onto the grassed areas and footpaths. The Clerk to request Locking Primary School contribute towards the cost of purchasing and installing bollards.

c) Items for next Agenda: None

There being no further business the meeting Chairman closed the meeting at 8:10pm.

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

The next meeting of Locking Parish Council's Assets and Amenities Committee will be held on 18 December 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.