



# Locking Parish Council

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

## Minutes of the meeting of Locking Parish Council held on Thursday 5 February 2026 at 7:30pm in the Nurse Thomas Suite at Locking Parish Hall, Grenville Avenue, Locking.

Meeting opened: 19:30

Meeting closed: 20:20

Present: Cllr P Jones, Cllr M Temlett, Cllr T Poynton, Cllr P Schofield, Cllr W Ashdown, Cllr W Bearsby

Also in attendance: Clerk, Clerk's Assistant and two members 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).*)

- a) Unitary Cllr/Liaison Officer Report – None received
- b) Police Report – None received

### AGENDA

#### MATTERS FOR DECISION

#### 137) To receive apologies for absence and to approve reasons where appropriate.

Cllr K Shepherd – Approved

Cllr C Prosser – Approved

Cllr I Hilder – Approved

Mr C Dumbell – Representative from CPRE and Locking Parklands Stakeholders

#### 138) To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations. – None received

#### 139) Minutes:

- a) The minutes of the council meeting held on 8 January 2026 were agreed and signed by the chairman. **RESOLVED** that the minutes of the council meeting held on 8 January 2026 (previously circulated) be taken as read and agreed as being a true and correct record and as a consequence signed by the chairman of the meeting. **AGREED**
- b) The minutes of the council meeting held on 22 January 2026 were agreed and signed by the chairman. **RESOLVED** that the minutes of the council meeting held on 22 January 2026 (previously circulated) be taken as read and agreed as being a true and correct record and as a consequence signed by the chairman of the meeting. **AGREED**
- c) To note the draft minutes from the Assets & Amenities Committee meeting held on 15 January 2026. **NOTED**
- d) To note the draft minutes from the Executive Committee meeting held on 28 January 2026. **NOTED**

#### 140) Finances:

- a) To retrospectively approve payments and receipts for all accounts for January 2026. **AGREED.**  
Signed by Cllr T Poynton. (Appendix 1)
- b) To authorise bills for payment for January 2026. **AGREED.** Signed by Cllr T Poynton. (Appendix 2)

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- c) To receive and note the Bank Reconciliation for December 2025 and note the Unity Trust Bank Statements, Nationwide Bank statement December 2025. **NOTED**. Signed by Cllr T Poynton. (Appendix 3)
- d) To review expenditure against Budgets from 1 April 2025 to 31 January 2026. **AGREED**. Signed by Cllr T Poynton. (Appendix 4)
- 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. **AGREED**
- f) AGAR 2024-2025 Due to rounding up error Restate box 3. **AREED**
- g) To receive and agree any grant applications – None received

**141) Chairman's Report**

Welcome to tonight's full Parish Council Meeting. What have I been doing over the past month? Well firstly, I attended like you the Extraordinary Full Parish Council Meeting that was held on Thursday 22 January 2026. I am pleased to report to you tonight that Mrs Nicola Clapp accepted our offer of employment to become the new 'Clerk's Assistant' and that she will be starting work in that role on Monday 2 March 2026.

Secondly, with other Committee Chairs an Executive Committee Meeting was held on Wednesday 28 January 2026 in order to receive and agree a quotation for repair works to the Rota Rider roundabout in the Park. The Executive Committee agreed to accept the quotation received, further information will be provided later tonight.

I have and I hope you all have been following recent communications from our Parish Clerk to the Planning Department at North Somerset Council and with residents at Oaktree Park. The light pollution from Frames Snooker Hall halogen floodlights as shown on submitted photographs clearly impact on elderly residents living nearby and of course wildlife. Should a meeting with NSC Planning Department regarding this pollution be agreed then I suggest that Parish Councillors should attend to make our representations known and to demonstrate support for Parishioners at Oaktree Park.

I am also concerned to note the flooding at Oaktree Park following recent heavy rain and the difficulty a Wessex Water lorry had in navigating Laney's Drove to reach the flooded areas. The flooding in Oaktree Park is a certainly an issue that I consider that Gladman's need to be made aware of as this flooding is happening before the development of a neighbouring area which no doubt will add to more water to a system that already cannot cope.

**142) Regular Reports:** To receive and note the following regular reports:

- a) CPRE – None received
- b) Locking Parklands Stakeholders – None received but any questions for the Locking Parklands Stakeholders meeting can be passed to Cliff Dumbell. The next stakeholders meeting is on 17 March, Cllr P Jones and Cllr T Poynton to attend.  
Concerns raised over lack of communication from Locking Parklands developers. **AGREED** to add this as an agenda item for next Stakeholders meeting.

**143) Planning - None received**

**144) LPC policies – It was AGREED to adopt the below policies:**

- a) Health & Safety Policy – **APPROVED** with amendment to point 5, to include play and gym equipment at the park and Old Banwell Road playing field.
- b) Fire safety policy and emergency plan – **APPROVED** with no amendments.  
Emergency Plan to be placed on noticeboards within the hall. Also, the Emergency Plan to be forwarded to existing hirers and all new hall hirers when booking the Parish Hall.

**145) Repairs to Roundabout at Locking Village Park.** To ratify Executive Minute Reference Exe 09. **AGREED**

**146) Office mobile phone.** To purchase a mobile phone with business contract, quote received for £13.50

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per month. **AGREED**

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**147) 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. **NOTED.** No questions or feedback.

**148) 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.

- a) **Public Rights of Way (PROW)** – North Somerset Council have contacted town and parish councils to request assistance with minor maintenance of PROW and putting up new signage so users of the network can report issues to NSC. Item will be added to next council meeting agenda.
- b) **External lighting at Unit 27 installed without planning permission** – Clerk has been liaising with North Somerset Council and district councillors Terry Porter and Mike Solomon on behalf of Oaktree Park residents to try and resolve the matter. Item will be added to next council meeting agenda.
- c) **North Somerset Council - Enhancing Highway Maintenance trial** - Expression of interest has been submitted.
- d) **Grenville Avenue/LPC allotment fencing issue** – It has been brought to LPC's attention that fencing between a property at Grenville Avenue and the allotments had be removed and there were potentially people/rubbish getting onto the allotments. The Parish Orderly has inspected the area and the allotments are adequately fenced off, no further action required.
- e) **Mac Mic Developments – Proposed meeting with Hutton Parish Council to discuss potential development** - No response received from Hutton Parish Council to date.

**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.)

**149) Additional Parish Orderly – ITEM DEFERRED**

- 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

**150) Appointment of Clerk/RFO – ITEM DEFERRED**

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

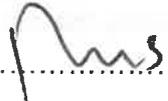
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**Agenda items for next meeting:**

- Public Rights of Way (PROW) maintenance
- External lighting at Unit 27

There being no further business the chairman closed the meeting at 20:20

**The next meeting of Locking Parish Council 5<sup>th</sup> March 2026.**

Signed: (Chairman) .....  ..... Date: 5/3/26 .....

*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.*