



# Locking Parish Council

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

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## Minutes of the extraordinary council meeting held on Thursday 9 April 2026 at 7:30pm at Locking Parish Hall.

Meeting opened: 19:30

Meeting closed: 21:17

Present: Cllr M Tremlett (Vicechair), Cllr W Ashdown, Cllr P Schofield, Cllr C Prosser, Cllr Joe Smith, Cllr I Hilder, Cllr T Poynton and Cllr W Bearsby.

Also in attendance: Clerk and five 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*).

165) Council **RESOLVED** to agree to move agenda item 7a and 8 to the beginning of the meeting to allow members of the public to make contributions to discussions.

**26/P/0349/OUT - Land At Elm Grove Nursery** - Outline planning application for the erection of up to 117 dwellings (including affordable housing) with public open space, structural planting, landscaping, sustainable drainage system (SuDS), demolition of 20 South Lawn and the creation of emergency access from South Lawn. All matters reserved except for means of access

Members of the public raised concerns about this planning application including volume of traffic, use of emergency access, existing and proposed strategic gap and existing investment in flood prevention.

North Somerset Council planning department agreed to an extension to the comment's deadline to 10 April 26. Council resolved to **AGREE** the Planning and Development Working Group's report with amendments and submit to NSC on 10 April 2026. Council thanked the working group for their hard work and comprehensive report.

166) a. **Unitary Cllr/Liaison Officer Report** – None received  
b. **Police Report** – NOTED. Council resolved to **AGREE** to seek further information on where the road incidents occurred.

167) **To receive apologies for absence and to approve reasons where appropriate.**  
Cllr P Jones (Chair) APPROVED  
Cllr K Shepherd APPROVED

168) **To receive declarations of interest by councillors and to consider any written applications for dispensations.**  
Cllr M Tremlett declared a pecuniary interest in agenda item 7b (*minute reference 173a*). Council resolved to **AGREE** to exclude Cllr Tremlett from this agenda item.

169) **Minutes:**

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- a) To receive and confirm the minutes of the council meeting held on 5 March 2026  
Council resolved to **AGREE** the minutes as being a true and correct record of the meeting.  
Signed by the vicechair, Cllr M Tremlett.
- b) To note the draft minutes of the Finance & Human Resources Committee meeting held on 19 March 2026. **NOTED**
- c) To note the draft minutes from the Assets & Amenities Committee meeting held on 19 March 2026.  
**NOTED**

170) **Finances**

- a. To retrospectively approve payments and receipts for all accounts for March 2026.  
Council resolved to **AGREE** payments and receipts. Signed by Cllr Poynton. Appendix 1
- b. To authorise bills for payment.  
Council resolved to **AGREE** authorisation of bills. Signed by Cllr Ashdown and Cllr Schofield.  
Appendix 2
- c. To receive and note the bank reconciliation and Unity Trust and Nationwide bank statements for February 2026. Appendix 3  
Council resolved to **AGREE** bank reconciliation and statements. Signed by Cllr Tremlett.
- d. To review expenditure against budgets.  
Council resolved to **AGREE** budgets. Signed by Cllr Schofield
- e. To retrospectively receive payments and receipts for Assets & Amenities Committee from 18 February – 18 March 2026.  
Council resolved to **AGREE** payments and receipts. Signed by Cllr Schofield
- f. To receive the budgetary control report for Assets & Amenities Committee from 1 Apr 2025 – 18 Mar 2026.  
Council resolved to **AGREE** budgetary control. Signed by Cllr Schofield.

171) **Chairman's Report**

I am sorry that I cannot be with you tonight, however you are in the capable hands of Mike Tremlett, Vice Chair who is standing in for me.

March has been a very busy and challenging month for me with my involvement in attending a NSC meeting on Zoom for hours, sifting and interviews for the new Parish Orderly and importantly the recent change of Clerk.

On 31 March 2026 Dawn retired from the role of Clerk/RFO, I think she eloquently summed up her time with Locking Parish Council in her 'Personal Message from Dawn' in the Spring Edition of Looking @ Locking. Dawn will be missed, and a hard act to follow. Thank you everyone for your contributions for Dawn, she has acknowledged receipt and thanked Councillors by email.

On 1 April 2026 Kelly became the new Clerk/RFO I am sure she will quickly pick up the reins where Dawn left off and manage her role effectively and professionally. She has my support, and I am sure yours too.

Unfortunately, I am also away on 23 April 2026 when the Annual Parish Assembly is due to be held, Councillor Mike Tremlett Vice Chair will stand in for me. I hope that Councillors will also attend to help Mike and meet Parishioners who attend.

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

- a. **CPRE** – Still awaiting the full CPRE response to the NPPF proposed changes.
- b. **Locking Parklands Stakeholders** – Only update is confirmation of next meeting, to be held on 24 April 2026. Agenda received along with minutes from meeting of 21 November 2025, circulated to councillors.

173) **Planning**

*Cllr M Tremlett left the meeting*

Council resolved to **AGREE** for Cllr W Ashdown to chair the meeting for this agenda item only.

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- a) **26/P/0442/FUH - 33 Oxford Square** - Proposed erection of a two-storey side and rear extension to include a part single storey rear extension. **SUPPORT**

*Cllr M Tremlett returned to the meeting*

- b) **26/P/0549/TPO - 4 Hector Close - T1- Willow - Fell**. Due to being within 6m of the property, and a species that can attain 25m in height, it is considered highly unsuitable for a small residential back garden and so to avoid future structural issues we are applying to remove the tree. Council resolved to **AGREE** to **SUPPORT**. However, request that four replacement trees are planted following the removal of T1.
- c) **26/P/0537/AOC - Land To The South Of Locking Head Drove** - Request to discharge condition 8 (CEMP) from application 16/P/2758/RG4. **NOTED**

**174) LPC policies**

Council resolved to **AGREE** the following documents:

- a) Financial Regulations – AGREED with amendment to 5.15 i)  
*15.5 Individual purchases within an agreed budget for that type of expenditure may be authorised by:  
i) The Clerk/RFO, under delegated authority, for any items below £1,000 excluding VAT. (Previously £750)*
- b) Finance Management Risk Assessment
- c) Standing Orders
- d) Code of Conduct

**175) Change of utility supplier - NOTED**

**176) To confirm internal auditor appointment** – No conflicts of interest declared. Form signed by vicechair and clerk.

**177) To consider a community centre at Old Banwell Road playing fields**

Council resolved to **AGREE** for the Planning and Development Working Group to meet with Hutton Parish Council and explore the possibility of a community building on the OBR playing field and report back to council.

**178) Clerk's Report, Correspondence**

- a. **Roundabout in Locking village park**. GB Sport and Leisure have confirmed the roundabout will be fixed in April 26.
- b. **Anti-social behaviour** including deep ditch danger signs removal around the MUGA/Russell Avenue Park at Locking Parklands and some streetlights not working. Reported to Preim who confirmed signs will be reinstalled. Preim request streetlight issues to be reported to [community@lockingparklands.co.uk](mailto:community@lockingparklands.co.uk) so they can be picked up by the developer. Incidents also reported to PCSO. The area will be added to police patrol plan.
- c. **Locking and Locking Parklands coffee morning** taking place on 17 April 26. Anyone wishing to attend should contact Daniel Aldridge MP via email [daniel.aldridgemp@parliament.uk](mailto:daniel.aldridgemp@parliament.uk) or call 01934 411298
- d. **CiLCA** – The clerk advised council that she had completed CiLCA on 30 March 26. Council congratulated her.
- e. **NSC's Highways Delivering Together Pilot** sign up & updated presentation received. LPC previously agreed to express an interest in this trial at full council meeting on 5 February 2026, minute reference 148) c) This will be added to the next meeting agenda to decide if LPC wants to join the pilot.

**Items for next Agenda:**

- Financial processes at council meetings
- NSC's Highways Delivering Together Pilot

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**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.

**179) To receive recommendations from the interview panel for the appointment of a new Parish Orderly Assistant**

Council resolved to **AGREE** to the interview panel recommendation.

There being no further business the chair closed the meeting at 21:17.

Signed (Chair): .....  ..... Date: 7/5/26 .....

**The next meeting of Locking Parish Council is 7<sup>th</sup> May 2026 at 7:30pm**

*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*