



Locking Parish Council

01934 820786

clerk@lockingparishcouncil.gov.uk

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

Minutes of the Annual Meeting held on Thursday 7 May 2026 at 19:30 at the Nurse Thomas Suite, Locking Parish Hall

Meeting opened: 19.30

Meeting closed: 21:03

Present: Cllr Paul Jones (Chair), Wendy Ashdown, Carl Prosser, Paul Schofield, Joe Smith, Ian Hilder and William Bearsby

In attendance: Clerk and 5 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).

180) Planning application 26/P/0536/OUT - Land North of Banwell Road, North of Elborough Village, Hutton / Locking

A member of the public had emailed Locking Parish Council; this correspondence had previously been circulated to all councillors.

They noted that all submissions on the North Somerset Council planning portal are objections. They also reported missing documents within the application, which they have raised with NSC, District Councillor Terry Porter, and MP Dan Aldridge, but have received no response. They further highlighted a lack of clarity regarding the housing split between Elborough and Locking. While the developer's website states this, it is not included in the planning application. The allocation of 145 houses to Locking, described as a low-density area, was also questioned.

The agent's covering letter includes a passage referencing the fee paid by the applicant, it reads as follows: "The planning application fee of £70,016.00 has been paid via Planning Portal (Ref. PP-14542570) to the Council by Mac Mic Strategic Land." Clarification has been sought from North Somerset Council on how the £70,016.00 fee was calculated as it doesn't appear to align with the expected fee under the Council's published guidance. For reference, outline planning fees for mixed-use developments are calculated as £15,433 + £186 for each additional 0.1 hectare (or part thereof) in excess of 2.5 hectares (maximum fee: £202,500). The applicant states two different site areas across the submitted documents, so it is unclear which area has been used for the fee calculation. I have calculated the fee using both figures and neither matches the £70,016.00 stated as paid.

The application form states a site area of 31.80 hectares. This produces a calculated planning application fee of £69,931. On this basis, the applicant appears to have been overcharged.

The site location plan shows a site boundary of 32.11 hectares. This produces a calculated planning application fee of £70,675. On this basis, the applicant appears to have been undercharged.

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Given the pressures on Council finances, it is important that published planning fees are applied correctly. An apparent under- or overcharge is concerning, and it suggests the application may not have been validated correctly before being made live.

Chair asked the member of the public to advise LPC of NSC's response.

- 181) **A second member of the public had emailed LPC; this correspondence had previously been circulated to all councillors.**

Given the ecological sensitivities of the site, would be possible for the Parish Council to discuss—either under this item or as part of the Planning and Development Working Group update—the option of commissioning a short independent ecological review.

There appear to be a number of technical uncertainties in the applicant's ecological assessment, including habitat connectivity, the proximity to Hutton Woods, and the treatment of long-established habitats. In particular, while the proposed "country park" is presented as mitigation, there is a recognised time lag and limitation in the extent to which newly created green space can replace habitats that have developed over many decades.

I appreciate that statutory consultees such as Natural England will also be involved. However, I understand their role is necessarily focused on specific statutory impacts, and may not extend to a detailed review of the applicant's ecological assessment or local habitat function. A short independent review could therefore still be helpful in enabling the Parish Council to form a fully informed view ensuring that its response is robust, particularly given the scale and potential long-term impact of the proposal

The Chair thanked both members of the public for their contribution and advised that further discussion and update would be covered in agenda item 12.

- 182) a. Unitary Councillor/Liaison Officer Report – None received
b. Police report for April 2026 – Noted. Council **RESOVLED** to agree Clerk contact PCSO for details of the number of road traffic accidents in Locking Village

- 183) **To elect a chair for the year 2026/27:** Cllr W Ashdown proposed Cllr Jones, seconded by Cllr Prosser. Council **RESOVLED** unanimously to agree Cllr Jones be elected as Chair.

Cllr Jones signed the declaration of acceptance of office.

- 184) **To elect a vice chair for the year 2026/27:** Cllr Bearsby proposed Cllr Smith seconded by Cllr Jones. Council **RESOVLED** unanimously to agree Cllr Smith be elected as Vice Chair.

Cllr Smith signed the declaration of acceptance of office.

- 185) **Apologies for absence and to approve reasons where appropriate**

Cllr Tess Poynton – APPROVED

Cllr Kimberly Shepherd – APPROVED

Cliff Dumbell – CPRE representative

- 186) **To receive declarations of interest by councillor and to consider any written applications for dispensations. Nothing declared**

- 187) **Minutes:** To receive and confirm the minutes of the council meeting held on 9 April 2026
Council **RESOVLED** to approve the minutes as a true and correct record of the meeting and authorised Cllr Jones to sign them.

- 188) **Finances:**

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- a. To retrospectively approve monthly receipts and payments from 1 to 30 April 2026
Council **RESOLVED** to defer the matter
 - b. To authorise bills for payment
Council **RESOLVED** to authorisation payment of the bills. Signed by Cllr Smith. *Appendix 1*
 - c. To note the bank reconciliation and Unity Trust and Nationwide bank statements for March 2026
Council **RESOLVED** to approve the bank reconciliation and to note the bank statements.
Signed by Cllr Prosser. *Appendix 2*
 - d. To review expenditure against budgets
Council **RESOLVED** to defer the matter
 - e. To note savings account opening with Unity Trust Bank and transfer of £85,000
Council **RESOLVED** to note the opening of a savings account with Unity Trust Bank and the transfer of £85,000
 - f. To receive and agree grant application from 1st Locking and Hutton Scouts Group
Council **RESOLVED** to approve a grant of £250 to 1st Locking and Hutton Scouts Group
 - g. To consider opening a Proper Job account
Council **RESOLVED** to open a Proper Job account
 - h. To agree direct debits and standing orders from Unity Trust Bank account and Lloyds Bank Multipay Card Account
Council **RESOLVED** to approve direct debits and standing orders from the Unity Trust Bank account and Lloyds Bank Multipay Card account
 - i. To agree addition/removal of signatories for Unity Trust Bank
Council **RESOLVED** to approve changes to the Unity Trust Bank account: removal of Dawn Tremlett as key contact, addition of Cllr Joe Smith as a signatory, and appointment of Kelly Harvey, Clerk as key contact.

189) **Review financial processes at council meetings**

Council **RESOLVED** to approve the addition of regular payments to the schedule of Direct Debits and Standing Orders, and amendments to the Financial Regulations.

190) **Chairman's Report**

Good evening Councillors, I have compiled this report on the basis that I have been selected by you to represent Locking Parish Council as its Chairman for the period 2026 - 2027.

I consider, to be selected as Chairman, an honour, and I hope that I can live up to your expectations in ensuring that we as a progressive forward-looking Council can continue to deliver our priorities and projects for the benefit of our growing community.

As you are all aware I have been away on holiday this last month, however I have been following the work Councillors have been undertaking in my absence via the many emails and messages that I received whilst away.

It was evidently clear to me from emails that in my absence Councillor Mike Tremlett, our Vice-Chairman and other Councillors have succinctly and clearly represented our Council's position in relation to proposed planning developments in our Parish and at the Parish Assembly which was attended by a number of Parishioners and Councillors.

I thank Councillors for their support in ensuring that the Parish Assembly clearly conveyed our message to Parishioners that we are supporting our community and will object to proposed developments that clearly increase the risk of harm to pedestrians with the lack of footpaths, increased flooding and in the increase of traffic in our community. We will also engage with developers where it is in our interests to do so.

I returned to the UK on the 25 April 2026 and have been this past week getting over jet lag.

On the evening of 30 April 2026 like you I received an email from Councillor Mike Tremlett in which he stated that he was resigning from Locking Parish Council. On reading his email a number of times, I experienced a number of emotions, shock, despair, dread and concern as I felt the loss of a good friend who had been so supportive to me personally over the many years, it was difficult to comprehend that he was leaving us. Mike has been an important figure in achieving Council's objectives and in our work helping us all to make decisions in addressing the many issues we faced with his professional knowledge, advice and common sense. He has been a leading influential person in our many working groups, such as the Planning and Development Working Group, the Skatepark Group, the Old Banwell Playing Field Working Group which oversaw the Carpark and Swale works and the Neighbourhood Plan which will require completion and submission to NSC.

I can understand Mike's reasons and his decision to resign, and with your agreement I will respond in writing to acknowledge his communication to us. I have noted his comments concerning Section 106 funding, the installation of the electric gates and increased CCTV concerns and will endeavour with your support to ensure that his concerns and advice will be taken on board and addressed.

On your behalf I wish Mike and Dawn a happy retirement and hope that they will keep in touch as their input and contributions to Locking Parish Council and the community has been appreciated by so many.

On a separate note we have a number of vacancies on Locking Parish Council, I would ask Councillors to be more active in trying to fill these vacancies. The Clerk can provide the appropriate paperwork to you if required.

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

CPRE – Initial Objections have been put in by myself on behalf of CPRE North Somerset in relation to both the Elm Grove and the Old Banwell Road/Elborough Outline Planning Applications. With both I have reserved the right to expand on all matters - and any additional matters deemed relevant - should either case go to Appeal. Having been away I am currently going through emails from CPRE National Office and will forward anything I consider of particular interest to LPC.

Locking Stakeholders - The Chairman summarised a report from Cliff Dumbell submitted in response to a recent meeting of Locking Parklands Stakeholders.

St Modwen/Miller Homes are no longer developers at Locking Parklands. Homes England as landowners are to take on a more hands on role overseeing the development. Details of the Homes England personnel involved at LP will be updated later. The Chairman suggested that LPC invite them to meet with Council when their details are known.

Mead Realisations are now building the Spine Road hoping to complete in March 2027. Keepmoat flats phase 2 will be completed end of May/June. 100 homes are now occupied.

Vistry Group will be on site soon to start the first phase of the High Street - shops and 250 homes. There has been interest from 2 major supermarkets.

Minutes of the Stakeholders meeting will be circulated soon.

Tom Tracey is a point of contact for residents at LP

192) **Planning** (applications can be viewed via North Somerset Council Planning Applications website)

- a. **26/P/0727/FUH - 15 The Orchard, Locking BS24 8DU** - Proposed demolition of existing conservatory. Erection of a 2-storey side extension and single-storey side/rear wrap around extension

Council **RESOLVED** to support the application

- b. **26/P/0815/LDP - 22 Varsity Way** - Certificate of lawful development for the proposed erection of a single storey rear extension.
Council **RESOLVED** to note the application.
- c. **26/P/0536/OUT - Land North Of Banwell Road, North of Elborough Village, Hutton / Locking** - Outline Planning Application for a residential development of circa 415 dwellings (Class C3), a new Country Park together with a retail and community facility (Class E and F2), incidental public open space, allotments, new access arrangements to Banwell Road and Old Banwell Road, associated site infrastructure and enabling works, with the proposed accesses provided in detail, other matters of appearance, landscaping, layout and scale reserved for subsequent approval
Council **RESOLVED** to defer consideration of the application to agenda item 12

193) **To receive an update from the Planning and Development Working Group and consider any further action**

A document was created by Councillor Mike Tremlett on 21 April 2026 following the Working Group Meeting which was attended by Councillors Tremlett and Schofield. Peter Lacey also attended together with some 20 members of the public. No decisions or recommendations were made by the group; matters were discussed which were detailed in the produced 5-page document under reference 26/P/0536/OUT Outline Planning for up to 415 Dwellings South of Old Banwell Road. A number of options were put forward in respect of this planning application which centred on the proposed Skatepark, the Footpath, Drainage and Locking Parish Council's stance in ensuring that our community is not disadvantaged in any way by a decision to object or to support this application.

It was noted that whilst this development will likely receive objections from local residents, the role of the WG was to assess the scheme and to ensure that if the site was indeed granted planning permission, the Parish would get the best possible outcome that would benefit the Parish and keep it safe.

Within the document it was stated that LPC needs to have a meeting with Hutton Parish Council and then decide a course of action and attendees were encouraged to submit evidence to support claims as well as specific policy reasons if they wanted to object.

Councillor Tremlett also provided his advice and opinion in relation to the Planning Application under reference 26/P/0536/OUT which is outlined below. He believes that:

The application will be successful. This is because there is legislation afoot that will pass power to the Secretary of State to approve schemes of more than 150 houses if North Somerset want to refuse this scheme.

He cannot second guess this but as Government have a manifesto to build 1.5 million houses, he cannot see how the Secretary of State will refuse this.

If the Secretary of State does approve this, they MAY put a compulsory purchase order on the small piece of land the LPC owns and LPC gets nothing.

When Mac Mic realise that LPC owns the hedgerow that they need to make the scheme sustainable, LPC should play hard. They should consider selling the land to Mac Mic in exchange for them paying for the complete build and costs of the Skatepark.

This does 2 things. Firstly, it gets the Parish a skatepark and secondly, it will stop houses between Connemara and 36 Old Banwell Road being built.

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This is because the approved skatepark is located where it is to be away from dwellings so as to avoid noise issues.

The houses proposed in that location could then be moved to the East of the site near Old Banwell Road and that will then stop there being a road running behind Connemara to access those dwellings.

To protect the Parish, Council need to consider 'implementing' the skatepark. To do this will require the attenuation ponds to be increased in size by 25%. This needs to be done before the planning expires and LPC should get confirmation from NSC that by doing this work will indeed implement the permission. Utilising Terry Porter and Mike Solomon is paramount here.

With regard to the working group meeting, there were no recommendations made but the above identifies what his recommendations would be.

As the working group meeting did not make any recommendations, council needs to decide whether to hold another meeting that is not open to the public but to the working group who can then make recommendations to council before the next full Council meeting.

Councillor Tremlett as a member of the public did submit an objection to the Planning Application 24/P/0536/OUT on 22 April 2026 based upon his opinion that the application should not have been validated and is illegal. The Red Line concerning the hedgerow owned by LPC should be amended, and the entire planning process should commence again.

On 10 April 2026 following a meeting of the Planning and Development Working Group an Executive summary was produced by Councillor Tremlett for the Outline Planning Application for up to 117 dwellings with public open space, structural planting, landscaping, sustainable drainage scheme, the demolition of number 20 South Lawn, and the creation of an emergency access from South Lawn – all matter reserved under reference 24/P/0349/OUT.

It was considered by the working group that the lack of a footpath linking Elm Tree Road to the A371 was a potential Risk to Life and or Serious Harm. Furthermore, the same risk applied to existing properties by flooding and drainage concerns. There was also concerns that the demolition of number 20 South Lawn to create an emergency access could create an unacceptable harm to neighbouring properties from increased traffic entering and leaving the proposed development. The working group put forward a number of planning conditions to be applied to any subsequent approval. Council resolved to AGREE the Planning and Development Working Group report with amendments and to submit it to NSC on 10 April 2026. That report was submitted by LPC to NSC on that day.

Decisions for Council

Arrange a Working Group meeting with Hutton Parish Council ASAP and report back to Full Council with recommendations.

However, at this time based on the current findings of the working group does LPC agree or not agree to submit their concerns and representations in respect of this application to NSC? Representations are in respect of the Red Line (Hedgerow that belongs to LPC), impact of an inevitable increase of traffic on Old Banwell Road which is already very busy at drop off and pick up times from the Old Banwell Road Carpark. The poor state of the highway, the proposed Skatepark installation and noise levels that would likely impact on new dwellings and drainage concerns about potential flooding to the south of the proposed development.

Council **RESOLVED** to arrange a Working Group meeting with Hutton Parish Council and report back to Full Council. Council also **RESOLVED** to submit concerns and representations to North Somerset Council regarding boundary, traffic, highway condition, noise, and drainage issues.

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- 194) **Renewal of the parish councils insurance policy** with Gallagher: Policy: AJG Community Scheme. Insurer: Hiscox Insurance Company Ltd.
Council **RESOLVED** to approve the renewal of the insurance policy on a three-year Long Term Agreement. Council **RESOLVED** that a Working Group review the insurance policy and quotation three months prior to renewal.
- 195) **Parish Council's Committees and Working Groups** – to consider and approve nominations for membership to the following:
Council **RESOLVED** to approve membership of the Parish Council's Committees and Working Groups as follows:
- a. Assets & Amenities Committee - All Councillors
 - b. Finance & Human Resources Committee - All Councillors except Cllr I Hilder
 - c. Executive Committee - Cllr P Jones, Cllr J Smith, Cllr C Prosser and Cllr W Ashdown
 - d. Planning and Development Working Group - Cllr P Jones, Cllr J Smith, Cllr C Prosser and Cllr P Schofield and Pete Lacey
- 196) **LPC Documents** - To review, consider any amendments and approve the following documents:
Council **RESOLVED** to approve the following documents:
- a. Terms of reference - Assets & Amenities Committee – resolved to trial meetings on a quarterly basis
 - b. Terms of reference - Finance & Human Resources Committee
 - c. Terms of reference - Executive Committee
 - d. Hall hire booking form
 - e. Hall hire terms and conditions
 - f. Hall hire charges
- Cllr Bearsby declared an interest in item f and did not participate in the vote.
Council **RESOLVED** to:
- i. increase the hourly rate by 5% and the Nurse Thomas Suite to £10 per hour
 - ii. amend the hire categories to Parties/Dances/Business
 - iii. to permit LPC councillors and employees to hire at the Parish rate and to delegate discretion for all other cases to the Clerk.
- 197) **To agree schedule of meetings for 2026-27**
Council **RESOLVED** to approve the schedule of meetings for 2026–27
- 198) **To approve participation in North Somerset Council's enhanced highway maintenance trial**
Council **RESOLVED** to approve participation in the Enhanced Highway Maintenance Trial (Parish Gang and back-to-boundary cuts).
- 199) **To receive an update from North Somerset Council on the Minor Schemes submission for the pedestrian barrier at Leafy Way and consider next steps.**
Council **RESOLVED** to note the update and that no further action is available.
- 200) **To consider the feasibility of establishing a Community Speed Watch scheme in the village, following a request from a resident at the Annual Parish Assembly**
Council **RESOLVED** to promote interest in a Community Speed Watch scheme via Locking at Locking newsletter and Facebook, noting that the scheme relies on participation from members of the public.
- 201) **To consider an allotment wall identified as a potential health and safety issue and agree next steps**
Council **RESOLVED** to seek legal advice in relation to the allotment wall identified as a potential health and safety issue, and to review the position following receipt of that advice.
- 202) **Incident report forms**
Council **RESOLVED** to approve the introduction of an Incident Report Form.

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Council RESOLVED to note the incident reports and to arrange for the removal of the corroded bench in the village park.

203) **Clerk's report, correspondence and items for next agenda:** *(No formal decisions can be made under this item)*. To receive the Clerk's report, note any correspondence and items for the next agenda

- i. **Invitation to upcoming flood warden events** on various dates (email previously circulated)
- ii. **Invitation to Town and Parish Workshop** on 10th June 26 at the Town Hall or online via Teams (email previously circulated)
- iii. **Get your bike marked and registered** for free with Avon and Somerset Police on 23rd May 26 between 15:00-17:00 in Locking Village Park
- iv. **A new lock** has been fitted to the hall entrance door, as the existing lock was sticking and presented a health and safety issue.
- v. **Parish Orderly Assistant role** – shortlisting has been completed and interviews will be arranged shortly.
- vi. **The Nationwide savings account has been closed**, and the funds will be transferred to the Unity Trust current account on 26 May 26.
- vii. **Councillors are invited to register for a NALC account** at www.nalc.gov.uk to receive updates, including news, resources and events. Registration requires use of a council email address and selection of Locking Parish Council, after which mailing list preferences can be chosen.

204) **PART 2**

To review the Parish Orderly contract and approve the Parish Orderly Assistant contract and salary scale.

Council RESOLVED to approve the contracts for the Parish Orderly and Parish Orderly Assistant, and to approve the Assets and Amenities Committee's recommendation of Salary Scale Point 5 for the Parish Orderly Assistant.

Council RESOLVED to offer the Parish Orderly a revised contract, reflecting his reduction in hours and aligned with that of the Parish Orderly Assistant, subject to his agreement.

There being no further business the Chair closed the meeting at 9:03pm

Signed (Chair):



Date: 4/6/26

The next full council meeting of Locking Parish Council is on 4 June 2026