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**Minutes of the meeting of Locking Parish Council held on 4 June 2026 at 19:30
in the Nurse Thomas Suite of Locking Parish Hall**

CO-OPTION MEETING

Meeting opened: 19.00

Meeting closed: 19:04

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

In attendance: Clerk and 1 member of the public

205) Chair opened the meeting and welcomed those present.

206) **Apologies** for absence and to approve reasons where appropriate

Cllr Tess Poynton – APPROVED

Cllr William Bearsby - APPROVED

Cllr Kimberly Shepherd – APPROVED

207) **Exclusion of the Press and Public**

Council resolved that, in view of the confidential nature of the business to be transacted, the Press and Public be excluded from the meeting pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960

CONFIDENTIAL

208) Following discussion, Council resolved to co-opt Peter Lacey as a Member of Locking Parish Council. He signed the Declaration of Acceptance of Office Register of Members' Interest form which was witnessed by the chair.

209) Chairman closed the co-option meeting at 19:04

FULL COUNCIL MEETING

Meeting opened: 19.30

Meeting closed: 20:50

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

In attendance: Clerk and 1 member of the public

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2/7/26



210) **PUBLIC PARTICIPATION**

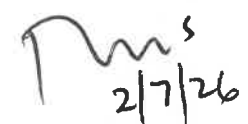
Planning application 26/P/0536/OUT - Land North of Banwell Road, North of Elborough Village, Hutton / Locking - A member of the public had emailed Locking Parish Council; this correspondence had previously been circulated to all councillors.

The member of the public advised that they have not received a response to their emails sent to Cllr Terry Porter. However, while some issues, such as missing documents, have been resolved, broader concerns remain about process failures, wasted time and cost implications, potential financial risk to North Somerset Council, and a possible discrepancy in the planning fee paid.

Members suggested the member of the public contact Cllr Mike Solomon. The Council resolved to contact members of the public who had attended the previous working group meeting in order to provide an update on behalf of Locking Parish Council.

Member of the public left.

- 211) a) **Unitary Cllr/Liaison Officer Report** – None received
- b) **Police Report** – NOTED. Members requested that the Clerk seek further information from the PCSO.
- 212) **To receive apologies for absence and to approve reasons where appropriate.**
- Cllr Tess Poynton - APPROVED
Cllr Kimberely Shepherd – APPROVED
Cliff Dumbell (CPRE) - NOTED
- 213) **To receive declarations of interest by councillors and to consider any written applications for dispensations.** None received
- 214) **To receive and confirm the minutes of the council meeting held on 7 May 2026.**
Council resolved to approve the minutes as a true and correct record of the meeting. Signed by the Chair.
- 215) **Finances:**
- a. **To retrospectively approve monthly receipts and payments from 1 to 30 April 2026.**
Council resolved to retrospectively approve the receipts and payments.
Signed by Cllr Hilder. *Appendix 1*
- b. **To retrospectively approve monthly receipts and payments from 1 to 31 May 2026.**
Council resolved to retrospectively approve the receipts and payments.
Signed by Cllr Hilder. *Appendix 2*
- c. **To note the bank reconciliation and Unity Trust and Nationwide bank statements for April 2026.**
Council resolved to approve the bank reconciliation and to note the bank statements.
Signed by Cllr Hilder. *Appendix 3*
- d. **To review expenditure against budgets for 1 to 30 April 2026.**
Council reviewed the budgetary control and resolved to approve it.
Signed by Cllr Hilder. *Appendix 4*
- e. **To review expenditure against budgets for 1 Apr to 31 May 2026.**
Council reviewed the budgetary control and resolved to approve it.
Signed by Cllr Hilder. *Appendix 5*
- f. **To consider the opening of trade accounts with WSM Fasteners and B&Q TradePoint/ Screwfix.**
Council APPROVED the opening of the accounts, subject to a maximum credit limit of £200.
Members requested that enquiries be made to determine whether discounts may be available.





216) **Chairman's Report**

Welcome to tonight's Full Parish Council Meeting. What have I been doing this past month?

With your agreement I wrote to Mike Tremlett expressing our gratitude for all he has done for our community and that he will be missed.

With Councillor Schofield I have met with our security contractor and electric gate contractors at the Old Banwell Road Car Park. Quotes have been sought to install more CCTV cameras and electric gates.

At the recent Assets and Amenities meeting it was agreed to form one working group covering the OBR Car Park, Drainage, Swales and ponds, Community Orchard, Tiny Forest and the Playing Fields. Councillors involved in that working group are Joe, Paul, Ian, Carl, Bill, Peter and me.

I would like to hold a working group meeting as soon as possible in order to decide our remit, objectives, priorities and delivery of agreed projects. Can we please agree a meeting time and date tonight.

Members discussed arrangements for a Working Group meeting and indicated their availability. It was noted that a meeting would be arranged for 8 June 2026 at 18:00 at The Coach House, Locking, subject to confirmation.

On 18 May 2026 the Clerk, Parish Orderly and I interviewed a candidate for the role of Parish Orderly's Assistant our recommendation will be provided later tonight.

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

- a. **CPRE** – No update
- b. **Locking Parklands Stakeholders** – No update. Still awaiting minutes

The clerk read an email from Cliff Dumbell:

I have to give my apologies that I will not be with you in person. There are no updates from Stakeholders or CPRE for this month. I also note that there are no planning applications from NSC for consideration. However, I have received email notification from NSC that the Draft Local Plan to 2041 has been referred to the Planning Inspectorate for examination, and just in case you haven't received it personally, I am forwarding my copy to you.

218) **Planning** - None received

219) **To review the current arrangements for advertising within the Looking at Locking newsletter** - Council resolved to defer the matter.

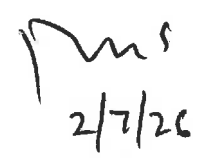
220) **To consider the legal advice received regarding an allotment wall identified as a potential health and safety issue and to agree appropriate next steps**

Members noted that the wall appeared not to have been adequately maintained.

The Council resolved to install Heras fencing and appropriate "Danger – Keep Clear" signage, obtain photographic evidence, report the matter to North Somerset Council, and write to the occupier and/or landowner of the property to advise of the Council's intended actions. Members further agreed that AP Signs be contacted regarding signage.

221) **Incident report forms**

Incident Report 7 – Mendip Rise one-way system





Members considered a matter raised by a resident regarding the misuse of the existing one-way system at Mendip Rise. It was noted that this concern had been reported to North Somerset Council, who subsequently requested that the Parish Council consider the issue further.

The Council resolved to seek the views of residents via Looking at Locking newsletter, the Parish Council website, and social media on whether the current one-way system should remain in place or whether the road should revert to two-way traffic. It was further resolved that First Bus be contacted to request their views on the matter.

Incident Report 8 – Bench

Council considered the matter and agreed that a response be sent to the resident confirming that the PCSO has advised that no incidents relating to this matter have been reported to the police. Council further resolved to stand by its previous correspondence and to retain the bench in its current location.

222) Clerk's Report, Correspondence & Items for Next Agenda

- a. **Enhanced highways maintenance trial** – Emailed received from NSC to arrange an in-person meeting before the end of June with Phil Bush, Highway Operations and Contract Manager, to discuss the upcoming parish verge cutting project. Members indicated their willingness to attend the meeting, and it was noted that a suitable date would be arranged.
- b. **Tiny Forest maintenance update** - Members were informed that the Parish Orderly had undertaken maintenance works around the edges and benches within the Tiny Forest area. It was further noted that two volunteers are currently assisting with weeding. Members welcomed the support from volunteers and noted that the Clerk would write to the volunteers to thank them for their assistance.
- c. **Carousel Repair Report: May 2026** - Members noted the report which had been previously circulated.
- d. **Recycling Depot Tour** - Email received from NSC with an opportunity on 8 June, 9.30-11am, to make a visit to see where our recycling goes after it is collected. To sign up to speak to the Clerk.
- e. **Clerk Training** - The Clerk expressed a wish to attend an SLCC training course scheduled for September 2026 at a cost of £115.50 plus VAT. Members indicated their support for the request; however, it was noted that formal approval would be required and the matter would be presented for ratification at the next Full Council meeting.
- f. **Internal Auditor visit** – Bridget Bowen is due to attend the parish office on 5 Jun 26.

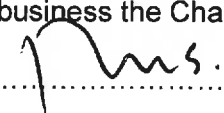
Items for next agenda:

- To consider the provision of drinking water fountains in the park and at Old Banwell Road playing field.

PART 2

- 223) **To receive interview panel recommendation for appointment of Parish Orderly Assistant.** On the recommendation of the interview panel, it was agreed to offer the position to Richard Watts.

There being no further business the Chair closed the meeting at 20:50.

Signed (Chair): 

Date: 2/7/26

The next full council meeting of Locking Parish Council is on 2 July 2026.