



Hutton Parish Council

Incorporating Elborough, Hutton & Woodside

Sophie Hooker - Hutton Parish Clerk

12 Hutton Hill, Hutton, North Somerset BS24 9SY - Monday to Thursday 10am-3pm

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MINUTES OF A MEETING OF HUTTON PARISH COUNCIL HELD IN THE LEGION ROOM IN HUTTON VILLAGE HALL, AT 7.00pm ON MONDAY 1st JUNE, 2026.

PRESENT: Councillors Peter Dutton (Chair), Marie Dunkley (Vice Chair), Ken McCullough, Andrew Sills and Lou Eddins.

IN ATTENDANCE: Sophie Hooker (Parish Clerk), Bruce Poole (Former Parish Clerk, acting as a contractor for Financial Year End)

DISTRICT COUNCILLOR: None

Public Participation:

Prior to the commencement of the meeting, parishioners may comment on individual agenda items, provided prior notice has been given and the Council approves.

MEMBERS OF THE PUBLIC: One member of the public, Andrew Crothers (from the Parish of Locking), was in attendance. Andrew raised concerns regarding perceived issues with North Somerset Council's planning application process and advised that he is seeking support from the District Councillors in relation to these matters. Andrew informed the Council that he was also going to attend the June Locking Parish Council Meeting to raise the same concerns.

No District Councillors were present at the meeting to respond.

Meeting Convened 7:19pm

26.18. To receive Apologies for Absence

Apologies for absence were received and accepted from District and Parish Cllr Terry Porter and Cllr Nen Max.

A proposal to grant Cllr Nen Max a six-month leave of absence was proposed by Vice-Chair Cllr Marie Dunkley, seconded by Cllr Lou Eddins and unanimously resolved.

26.19. Declarations of Interest on any agenda items

None.

26.20. To approve and sign as a correct record the Minutes of the Annual Meeting of Hutton Parish Council meeting held on Tuesday 5th May, 2026

Resolved: that the minutes of the Annual Meeting of Hutton Parish Council meeting held on 5th May 2026 be approved as a correct record. **The resolution was proposed, seconded and carried unanimously.**

The minutes were signed by the Chair as a correct record.

With the agreement of the Council, agenda item 26.25 was brought forward to enable former Parish Clerk, Mr Bruce Poole, acting as a contractor to assist with the completion of the year-end audit process, to address the Council and present the year-end financial statements.

26.25. Financial

- a. **To receive the Financial Statement of the Audited Annual Accounts for the year ending 31 March 2026**, presented by former Parish Clerk and Responsible Financial Officer, Mr Bruce Poole, currently engaged as a contractor to assist with the completion of the 2025/26 year-end accounts.
 1. To receive the Internal Auditors Report and note its contents
 2. To approve the Annual Governance Statement (section 1)
 3. To approve the Accounting Statements (section 2)
 4. To set the commencement date for the exercise of Public Rights

The Council received and noted the Internal Auditor's Report for the year ending 31 March 2026.

The Chair, Cllr Peter Dutton, queried the Public Works Loan balance shown within the Accounting Statements, noting that repayments had been made during the financial year. Following review, a data entry error was identified and corrected by the Parish Clerk and Responsible Financial Officer. The amended figure was agreed by Members and initialled prior to approval of the Accounting Statements.

The Annual Governance Statement and Accounting Statements had been circulated prior to the meeting for Members' consideration.

Resolved:

The Annual Governance Statement and Accounting Statements were signed by the Chair and the Parish Clerk and Responsible Financial Officer.

The commencement date for the exercise of Public Rights was set at 3rd June, 2026.

It was noted that Mr Bruce Poole would submit the completed AGAR documentation to the External Auditor.

The Council expressed its thanks to Mr Bruce Poole for his assistance with the completion of the year-end accounts. Mr Poole then left the meeting and the meeting continued.

- b. **To review the Parish Councils Banking arrangements** – The Parish Council have now reviewed its banking arrangements and confirmed that these remain appropriate for the Council's requirements. Members noted that the transfer of signatory responsibilities to the Parish Clerk and Responsible Financial Officer, Mrs Sophie Hooker, had been completed and that the former Parish Clerk and Responsible Financial Officer had been removed as an authorised signatory.
- c. **To review the Parish Councils Asset Register** – The Parish Council reviewed the Asset Register as compiled by the Parish Clerk. Members confirmed that the register was

accurate and up to date. It was noted that the Asset Register will continue to be reviewed and updated as necessary to reflect any changes to Council assets.

- d. **To review the Parish Councils Insurance Policy** – The Parish Council reviewed the annual insurance renewal quotation from Hiscox and agreed to renew the policy for the forthcoming year at a cost of £3,172.65. Members confirmed that the level of cover remains appropriate for the Council's requirements.
- e. **To re-affirm acceptance of the Audit and Account Regulations 2015 as amended by the Accounts and Audit (Amendment) Regulations 2021** – It was resolved to re-affirm acceptance of the Accounts and Audit Regulations 2015, as amended by the Accounts and Audit (Amendment) Regulations 2021.
- f. **To receive budget vs spend for 2025-26** – The report was received and noted by Members.
- g. **To receive Quarter 4 – Budget** – The report was received and noted by Members.
- h. **To retrospectively approve the following items of expenditure:** - The following items of expenditure were retrospectively approved.

	PAYMENT REFERENCE	TOTAL	VAT
34	Scout Hut Roof Repairs - Deposit	£3,606.00	£171.71
35	Water Charges	£53.00	£0.00
36	Insurance	£337.20	£0.00
37	Noticeboard final payment	£924.00	£0.00
38	Scout Hut Cleaning Supplies	£16.28	£2.71
39	HVH Table Display Expenses	£15.95	£2.66
40	Springwood General Works	£672.50	£0.00
41	Scout Hut Carbon Monoxide Detectors	£50.00	£8.33
42	WiFi Extender St Marys	£168.99	£28.17

	PAYMENT REFERENCE	TOTAL	VAT
43	Scout Hut Cleaning Expenses	£47.25	£7.89
44	British Gas - Electricity - Scout Hut	£103.02	£4.90
45	Phone & Home Working Allowance - Parish Clerk	£36.00	£0.00
46	Battery Charging	£9.00	£0.00
47	Completion of Scout Hut Roof Repairs	£5,911.95	£281.52
48	EGO Hedge Trimmer	£266.00	£44.34
49	Annual Insurance 1/6/26 - 31/5/27	£3,172.65	£0.00
50	6 Mar - 5 Apr month 12 PAYE	£648.16	£0.00

The resolutions were proposed, seconded and carried unanimously.

26.21. Matters arising from those Minutes and Action Tracking

- **Electronic Traffic Signs** – Cllr Lou Eddins met with North Somerset Highways to obtain the dimensions required for the installation of three electronic traffic signs, which may provide coverage for both the 30mph and 20mph speed limit zones.
Cllr Andrew Sills noted that Pill Road, Weston-super-Mare, has repeater signs in place, despite the Parish Council previously being advised that such signage was not permitted. Cllr Peter Dutton also noted that during a recent meeting with the School, they had requested additional 20MPH repeater signs on Hutton Main Road. The Parish Clerk was requested to investigate the matter further and report back to Council.
- **Stone Barrier located end of Moor Lane** – No update was available in the absence of District Cllr Terry Porter
- **Hutton Hill Wall Inspection** – No update was available in the absence of District Cllr Terry Porter

- **Parish Notice Boards** – Installation of the second notice board remains outstanding. Contractors working at Woodside have kindly offered to undertake the excavation works required for its installation.

26.22. Reports from Working Parties/Committees/Representatives

- a. **Scout Hut** – The roof repair works have now been completed and the invoice has been paid in full. The Chair reported that three quotations had been obtained for the floor works, in the amounts of £7,200, £3,978 and £2,750. Following consideration of the quotations, Members agreed to appoint the contractor submitting the lowest quotation of £2,750. The Parish Clerk and Chair were authorised to make the necessary arrangements for the works to be completed as soon as practicable.

The soffit also requires repair. The Chair obtained a quotation of £450 for the work. However, Cllr Ken McCulloch has requested the opportunity to inspect the issue with a view to carrying out the repair himself.

- b. **Open Spaces** – The annual inspections of both play parks are due to be carried out in June, with a date currently awaited.

At Springwood Play Park, a number of wooden steps were noted by the Chair, to be in a state of decay. Members agreed that the steps should be removed, and the Chair will arrange for the necessary works to be undertaken.

Village Orderly, Mr Jim Spence, will continue to carry out weekly inspections of the Council's open spaces and play areas. The Parish Clerk will obtain regular inspection updates and maintain these within the Council's risk assessment records.

A request for the planting of a memorial tree on Millennium Green was considered and approved by Members. The Chair will liaise with the applicant and arrange an appropriate location for the tree.

It was reported that a waste bin and dog waste bin on Millennium Green had been vandalised. The incident was reported to Hutton's Police Community Support Officer (PCSO). The Parish Clerk will arrange for replacement bins to be installed and for the affected area to be cleared and made safe.

- c. **Hutton in Bloom** – Chair Peter Dutton read a written report:

May has been a busy month for us. Working day at the village hall which was a great success and so much done. Barrels replaced at Vereland Road. Barrels painted. Bench at village hall restored. Seat at Moor Lane bus stop painted. Cider press refurbished paid for by a parishioner in memory of his wife. The judging day for South west in bloom

Is Wednesday the 15th July they will be in the village from 10am. I will be bringing them to the coffee morning at about 1045. It would be lovely if someone from the parish council could be there. The summer plants and baskets will be arriving in the next week.

Thanks for your continued support - Louise.

The Chair thanked Hutton in Bloom for their seat painting at the Moor Lane Bus Stop and noted that both Bus stops would need to be refreshed further in the future.

- d. **Hutton Dabaso Twinning Association** – The Chair provided an update from the recent AGM. Two Parish Cllrs were required on the Committee in accordance with the Hutton Dabaso Twinning Association Constitution. Cllr Marie Dunkley agreed to be one of representatives and an additional Cllr would be requested when the Parish Council increased its current membership with new Cllrs to its mandated capacity of ten.

- e. **Hutton Parish Festival 2026** – Cllr Marie Dunkley will attend the next Horticultural Society meeting on 16th June.
- f. **Allotments** – One vacant full plot has become available at the Main Road Allotments. The Parish Clerk has contacted the first applicant on the waiting list regarding allocation of the plot.
- g. **Hutton Village Hall** – Discussions were held regarding the potential need to support the Village Hall with significant roof repairs anticipated within the next year. The Parish Clerk will investigate the matter further.

Councillors also noted that the Parish Council's presence at the Village Hall 50th Anniversary celebrations provided a successful opportunity to engage and communicate with residents of the Parish.

26.23. Reports from Outside Bodies/Conferences/Training

None.

26.24. To note the training, meetings and events available and agree any attendance

10th June 10:00-12:00 > Town & Parish Workshop

9th & 12th June > Bus Service Improvement Plan - North Somerset Bus User Forums

3rd July 10:00-11:30 > Bristol Airport Planning Application - Briefing for Town & Parish Councils

Resolved: that the dates of the above events be noted and attendance encouraged.

26.26. To consider and comment upon the following planning applications (if any).

It was noted that no planning applications had been received. However, Members were informed of a pre-consultation notification from North Somerset Council regarding a proposed public path diversion under the Highways Act 1980, Section 119 (Proposed Public Path Diversion Order PPO 223), relating to part of Public Footpath AX 31/7, Totterdown Lane, Oldmixon, Weston-super-Mare. The proposal was discussed and noted.

26.27. Report of the Chair – Cllr Peter Dutton reported:

The Chair reported that following the Annual Parish Meeting and the Council's formal objection to North Somerset Council regarding the proposed Locking/Elborough development of 415 dwellings, he had a follow up telephone meeting with the Chair of Locking Parish Council. Locking's Council response was similar to Hutton's and they were also looking at potential land boundary and legal issues.

The Chair thanked the Clerk and all the Cllrs who supported the very successful Hutton Parish Council display at the Hutton Village Hall 50th Anniversary Open Day.

26.28. Report of the Parish Clerk

Information Items/Correspondence Received/Decision Items

- **Hutton Crime Stats** – Circulated in advance to all Councillors and noted. It was also noted that these are available on the Parish Council website.
- **Updated Parish Council Policies** – The Parish Clerk has reviewed and updated 21 Parish Council policies. These have now been adopted, with several signed by both the Chair and the Parish Clerk. The policies will be uploaded to the Hutton Parish website.

- **Hutton Village Hall Roof Correspondence** – Discussed under item 26.22(g).
- **Footpaths and Hedges** – Concerns were raised regarding overgrown footpaths and hedges within the parish. It was agreed that the Clerk and the Chair will compile a list of affected areas and arrange for a contractor to undertake the necessary works.
- **Memorial Tree request** - Discussed under item 26.22(b).
- **North Somerset Levels IDB scheduled maintenance** – It was noted that scheduled maintenance works are due to take place between June and October.
Action Taken Under Delegated Powers
- Approval was given for the installation of additional timber fascia boards as part of the Scout Hut roof repairs, following issues identified by the Chair during renovation works. Councillors noted and approved this action.
- Approval was given for the purchase of an EGO cordless hedge trimmer, to be retained by Cllr Rich Sully. Councillors noted and approved this purchase.

It was also noted that recent incidents involving travellers entering the village were discussed. Councillors commended parishioners for their vigilance and proactive engagement with the relevant authorities, which ensured that no damage was caused to the height-restricted access at Jubilee Fields.

26.29. Report of the North Somerset District Councillor - No update was available in the absence of District Cllr Terry Porter

26.30. Report of Councillors (For Information Only and Items for Future Agendas)
Nothing to report.

26.31. Date of the next meeting(s):

- Parish Council Meeting 6th July 2026, 7pm in the Legion Room, Hutton Village Hall
- Parish Council Meeting 14th September 2026, 7.00pm in the Legion Room, Hutton Village Hall

The Chairman closed the meeting at 9:35pm

.....Chairman

.....Date