Hutton Parish Council

Incorporating Elborough, Hutton and 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 14th SEPTEMBER, 2026.

PRESENT: Councillors Peter Dutton (Chair), Marie Dunkley (Vice Chair), Ken McCullouch, Andrew Sills, Lou Eddins, Paul Taylor and Georgina Barry.
IN ATTENDANCE: Sophie Hooker (Parish Clerk)
DISTRICT COUNCILLORS: Mike Solomon and William Jones

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: Five members of the public were present.
Mark Orchard addressed the Council regarding his involvement with Hutton Parish Festival Week 2027, advising that he intends to take a year break. Mark clarified that this was a personal decision and was not being made on behalf of the Hutton-Dabaso Twinning Association. Mark proposed that the Parish Festival take a gap year in 2027.
Mark then left the meeting. The Chair and Councillors thanked Mark for all his hard work at this year's Festival Week.

John Chatburn raised a query regarding the reference in the latest issue of the Hutton Parish News to the school entrance at Robin Drive. The Chair, Peter Dutton, and District Councillor Mike Solomon confirmed that the Robin Drive access is not included within the Sustainable Active Travel Plan, and that there is no further information at this stage regarding any future proposal to open the gate.
John also referred the Council to the 1976 covenant, which he stated restricts the opening of the gates to five occasions per year.

Laura Stringer was then invited to speak in connection with her application for co-option to Hutton Parish Council.

At 7:20pm, members of the public were asked to leave the room whilst the Council considered the application.

The public subsequently returned to the meeting.

Item **26.51 – Co-option of Parish Councillor** was brought forward for consideration.

a. To consider the application received from Laura Stringer for co-option to the Parish Council
b. To resolve whether to co-opt Laura Stringer as a Parish Councillor

It was **RESOLVED** that Laura Stringer be co-opted onto Hutton Parish Council.

Laura Stringer then read and signed her Declaration of Acceptance of Office. The Chair formally welcomed Laura to the council.

The meeting was formally convened at 7:25pm

26.49. To receive **Apologies for Absence -** No apologies for absence were received. All Councillors were present.

26.50. Declarations of Interest on any agenda items – None.

Item **26.61. Report of the North Somerset District Councillor**, was brought forward to allow District Councillor Mike Solomon to leave and attend Bleadon Parish Council's meeting.

District Councillor Mike Solomon congratulated newly appointed District Councillor William Jones and advised that there is a possibility of the district becoming a three-Councillor ward in the future.
Mike provided updates on the following matters:
Robin Drive: Confirmed as discussed during public participation. Mike agreed to investigate further and forward any relevant correspondence to the Parish Clerk.
20mph Speed Limit: North Somerset Council to encourage police speed checks, with Community Speedwatch to be followed up by Mike.
Elborough and Locking Planning: The consultation deadline has been extended, although the reason and notification arrangements were unclear. The application is expected to be referred to the full planning panel.
Road Closures: Concerns were raised regarding signage, which Mike is looking into.
Anti-social Behaviour: An increase in anti-social behaviour around Locking Parklands was noted.
Tropicana Development: Delays within the planning process were reported.

Following this, all members of the public departed the meeting, with the exception of resident John Chatburn, who remained in attendance.

26.52. To approve and sign as a correct record the Minutes of the Hutton Parish Council meeting held on Monday 6th July, 2026

Resolved: that the minutes of the Hutton Parish Council Meeting held on 6th July 2026 be approved as a correct record. **The resolution was proposed, seconded and carried unanimously.**

26.53. Matters arising from those Minutes and Action Tracking

- Electronic Traffic Signs – The Council considered proposed locations for three solar-powered 20mph electronic "smiley/sad face" signs.

Following site assessments by Cllr L.Eddins, the following locations were proposed:

- Hutton Hill – heading towards Elborough, shortly after the 30mph limit begins, lamp post no. 59 (outside No. 22 Hutton Hill).
- Main Road – near the pub, heading towards Woodside, within the 20mph zone, lamp post no. 39 (outside No. 20 Main Road).
- Oldmixon Road – heading towards Hutton, just after the layby, within the 30mph zone, lamp post no. 17 (outside No. 123 Oldmixon Road).

The proposed locations were identified having regard to visibility, sunlight, road position, existing signage and the requirements of North Somerset Council Highways, including the minimum 2.15m sign height and 45cm setback from the road.

It was **RESOLVED** to approve the three proposed locations, subject to the necessary permissions and approvals from North Somerset Council Highways, Road Safety and Street Lighting teams.
Cllr L. Eddins will provide the relevant contact details to the Parish Clerk to enable the necessary permissions to be progressed.

- Parish Notice Boards – Cllr K.McCullouch confirmed all notice boards are now in place within Woodside.

26.54. Reports from Working Parties/Committees/Representatives

a. Scout Hut – It was noted that the new flooring has now been installed and that the Council were very satisfied with the completed work.

b. Open Spaces –

- Des Phippen Paths – It was noted that the paths require weed treatment. The Parish Clerk will obtain quotes and ensure appropriate signage is in place before, during and after the work.
- Des Phippen Pond – It was noted that the pond requires clearing. The Parish Clerk will obtain quotes, with the possibility of the work being undertaken as a community volunteer project also noted.
- Elmhurst and Springwood – Inspections and any necessary repair works are to be followed up.
- St Mary's Field – It was noted that St Mary's Field is not currently appearing on Google Maps. Cllr L. Eddins has contacted Google to request that it be added.
- Elmhurst Park Buddy Bench – The proposed Buddy Bench remains on hold.
- Weston Way Footpath – The footpath alongside the electrical substation has been instructed to be trimmed.
- Millennium Green – Concern was raised regarding dead branches overhanging a resident's property on Windmill Hill. Cllr G. Barry will obtain a photograph and the Parish Clerk will obtain a quote for the necessary work.
- Dog Waste Bins – Parish Ranger Rich Sully is repairing the broken lid on the dog waste bin on Church Lane. The dog waste bin at the Village Hall has also been removed as it is broken.
- Moor Lane Dog Waste Bins – It was noted that the bins are becoming full more frequently. The Parish Clerk will contact whomever necessary regarding the possibility of dog waste bins being installed around Haywood Village.

c. Hutton in Bloom – It was noted that Hutton in Bloom is currently experiencing a shortage of volunteers. The priority is to maintain the village's floral displays and planting areas while ensuring that the volunteer team is not placed under excessive workload or risk.
It was agreed by Councillors that the Volunteer Policy and Procedures paperwork prepared by the Parish Clerk will be put in place for the volunteers, following a few minor adjustments.

It was **RESOLVED** that Cllrs K. McCulloch and G. Barry form the Hutton in Bloom working party and provide support previously undertaken by the late Cllr Terry Porter. A meeting is to be arranged.

d. Hutton Dabaso Twinning Association – Councillors considered a request for the annual Wassailing event to be held at the Scout Hut in 2027, including barn dancing for approximately 200 people.

It was unanimously agreed that the request could not be accommodated due to the capacity and size of the Scout Hut, which would not provide sufficient space for approximately 200 people and the proposed barn dancing activity.

e. Hutton Parish Festival 2026 – The Council noted that, following the sad passing of Cllr Terry Porter, the Parish Council, event organisers, volunteers and wider community worked together to deliver a successful and well-attended Festival Week.

It was noted that all planned events were successfully delivered, with strong attendance throughout the week. The Taste of Somerset Market and Classic Car Show, Quiz Night, Family Fun Day and Dog Show, Big Bash, Church Service and Hutton Proms were all well received.
Fundraising to date included £409 for St Mary's Church, £1,220 for Pancreatic Cancer UK, £60 for Diabetes UK and £180 for Hutton Village Hall.
The Parish Council's contribution to the Festival totalled £9,217 net, with electricity and PAT testing costs still to be received. It was noted that previous contributions of £1,000 from both the Horticultural Society and Hutton-Dabaso Twinning Association may not be received this year.
No Health & Safety issues or complaints were reported. The Council acknowledged the significant contribution made by volunteers, with hundreds of hours of voluntary support required to deliver the Festival Week.
The Council thanked all organisers, volunteers, community groups and residents who contributed to and supported Hutton Parish Festival Week 2026.

f. Hutton Parish Festival 2027 – It was noted that, following discussions at the June Planning Meeting, a new parish-wide Festival Planning Committee and approach to the organisation of future Hutton Parish Festival Weeks is proposed.
A meeting will be held at Walnut Barn Estate on 13th October at 7:00pm, with thanks to Mark Orchard for hosting, to discuss the formation of the new Committee.
It was noted that the Committee does not need to be chaired by the Parish Council, but the Parish Council should have representation, with at least two Councillors.
Any requests for Parish Council funding from the Festival Planning Committee will be referred to the full Parish Council for approval.
It was noted that, following nine years and eight Festivals, the current Parish Council lead and representative, Cllr Peter Dutton, will be standing down, providing an opportunity for a new Chair, fresh approach and new ideas for future Festivals.

It was **RESOLVED** that Councillors M. Dunkley, P. Taylor, A. Sills, G. Barry and L. Stringer would form the Hutton Parish Festival Working Party.

g. Allotments – It was noted that a closed Facebook group has now been established for Main Road Allotment holders. The Council discussed whether allotment tenancies taken on part-way through the tenancy year should be pro-rated.
It was **RESOLVED** that pro-rating the tenancy fee would be the fairest approach.

h. Hutton Village Hall – Councillors considered the response received from ALCA regarding the Village Hall roof repairs. It was agreed that Cllrs K. McCulloch and G. Barry, supported by the Parish Clerk, will meet with the Village Hall Trustees to discuss the matter further.

Cllr M.Dunkley left the meeting at 9pm.

26.55. Reports from Outside Bodies/Conferences/Training - Nothing to report.

26.56. To note the training, meetings and events available and agree any attendance - Nothing to report.

26.57. Financial

a. Precept Payment – Receipt of the Precept payment for £85,000 and corresponding Remittance Advice from North Somerset Council was noted.

b. 2025/26 AGAR – Completion of the 2025/26 Annual Governance and Accountability Return (AGAR) was noted. The Chair thanked the Parish Clerk, Sophie Hooker, for completing the process.

c. To retrospectively approve the following items of expenditure:

	Payment Ref	Total	VAT
97	Bank Charge Natwest MAY	£9.80	£0.00
98	D/D Hugofox IT Services - REQ REFUND	£143.86	£0.00
99	D/D Water Charges	£89.00	£0.00
100	Handyman Materials	£5.00	£0.83
101	Village Gardening and Maintenance	£262.50	£0.00
102	Gas 6 May - 13 Jun 2026	£156.61	£7.45
103	Parish Grass Cutting	£565.68	£0.00
104	Hutton Parish News Printing	£781.87	£0.00
105	Scout Hut Fire Protection	£797.40	£132.90
106	Family Fun Day Contribution	£800.00	£0.00
107	Woodside Notice Board Install	£91.00	£0.00
108	IT Services & Hosting	£189.65	£31.61
109	Battery Charging	£7.50	£0.00
110	Website Hosting	£19.20	£3.20
111	Parish Clerk Salary July	£1,479.69	£0.00
112	Dog Bins Salary July	£464.31	£0.00
113	Churchyard Maintenance July	£421.41	£0.00
114	Handyman Salaries July	£158.11	£0.00
115	Village Orderlies July	£1,199.56	£0.00
116	Hutton Village Hall Hire July	£90.00	£0.00
117	Litter Picker	£22.38	£3.73
118	PWLB loan repayment	£1,479.73	£0.00
119	Electricity - Scout Hut July	£138.05	£0.00
120	Scout Hut Cleaning July	£135.00	£0.00
121	Fuel Expenses - RS	£50.86	£8.48

	Payment Ref	Total	VAT
122	Bank Charges	£19.95	£0.00
123	Water Charges - D/D July	£89.00	£0.00
124	Scout Hut Floor Repair	£2,750.00	£0.00
125	IT Services	£189.65	£31.61
126	Website Hosting	£19.20	£3.20
127	Gas Bill	£44.44	£2.11
128	Electricity August	£99.34	£4.73
129	Battery Charging	£6.00	£0.00
130	Hutton Classic Car Show Printing	£54.00	£9.00
131	WFH & Phone allowance August	£36.00	£0.00
132	Parish Clerk Stationary	£10.98	£1.83
133	Scout Hut Gas Check	£78.00	£13.00
134	Springwood Gas Check	£138.00	£23.00
135	Parish Clerk Salary August	£1,479.69	£0.00
136	Dog Bin Salary August	£462.59	£0.00
137	Churchyard Maintenance August	£362.92	£0.00
138	Handyman Salaries August	£138.31	£0.00
139	Orderly Wages August	£1,171.94	£0.00
140	Parish Festival Marquee Hire	£7,360.22	£1,226.70
141	Cleaning Expenses for Scout Hut	£41.49	£6.92
142	Scout Hut/HPN/Flowers - Expenses P.Dutton	£21.27	£0.00
143	Bank Charges - Natwest	£11.00	£0.00
144	Village Hall Hire August	£90.00	£0.00
145	Water Charges August	£89.00	£0.00
146	External Audit Fee 2026	£504.00	£84.00

It was **RESOLVED** to retrospectively approve the items of expenditure incurred since the last meeting.

26.58. To consider and agree the Parish Council's response to the following planning applications:

Proposed erection of a single storey rear extension and replacement of existing front canopy porch with new.
Courtlands 28 Main Road Hutton Weston-super-Mare BS24 9QH
Ref. No: 26/P/1659/FUH | Received: Tue 11 Aug 2026 | Validated: Tue 11 Aug 2026 | Status: Registered
Determination Deadline: Tue 06 Oct 2026 | Consultation Deadline: Thu 10 Sep 2026

Proposed renovation of the existing dwelling to include; demolition of the existing carport and existing extensions and proposed erection of a replacement two-storey side extension and rebuilding of the existing single-storey sunroom together with associated internal and external works.
Chestnut Cottage 11 Canada Coombe Hutton Weston-super-Mare BS24 9US
Ref. No: 26/P/1559/FUH | Received: Mon 27 Jul 2026 | Validated: Mon 27 Jul 2026 | Status: Registered
Determination Deadline: Mon 21 Sep 2026 | Consultation Deadline: Mon 24 Aug 2026

Proposed erection of a single storey front porch extension following removal of existing canopy.
38 Shadow Walk Elborough Weston-super-Mare BS24 8PH
Ref. No: 26/P/1562/FUH | Received: Tue 28 Jul 2026 | Validated: Tue 28 Jul 2026 | Status: Registered
Determination Deadline: Tue 22 Sep 2026 | Consultation Deadline: Tue 25 Aug 2026

The above planning applications were received and noted by Councillors.

26.59. Report of the Chair – It was noted that all matters arising from the Chair's report had been covered earlier in the meeting.

26.60. 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.

• Hutton Football Club Wedding Reception – Councillors considered a request to hold a wedding reception at Hutton Football Club in July 2027. The request was agreed, however the proposed low-noise fireworks display was not approved. Councillors also considered a request to borrow the Parish Council marquee. It was agreed that the marquee could be offered for hire at an appropriate charge.

• Hutton Football Club Fence Request – Councillors considered a request from Hutton Football Club to erect a one-sided fence along the rear boundary at Springwood. It was agreed that permission be granted for the proposed fence.

• Hutton Football Club – St Mary's Field – It was noted that Hutton U7s will play at St Mary's Field on 11 Saturdays between October and April.

• Springwood Dog Walking Field Fence – Councillors considered the proposal to erect a stock fence between the dog walking field and Springwood Allotments.

It was **RESOLVED** to approve the quotation of £1,440 for the works.

• Surplus Parish Council Equipment for Disposal – It was agreed that the surplus items would be offered to suitable recipients within the parish before disposal.

• Springwood Locked Cupboard clear up – Cllr P.Dutton agreed to inspect the locked cupboard with Parish Ranger R.Sully.

• Parish Clerk Annual Leave – Cllrs noted the following dates; October 26th-29th, December 22nd-24th and February 15th-18th

• Remembrance Sunday – It was noted that the draft road closure order has been completed with North Somerset Council and that assistance will be required with closing the roads. Councillors will discuss arrangements further in October.

• Newly Appointed District Councillor – The appointment of the new District Councillor was noted.

Cllr K.McCulloch left the meeting at 10pm.

26.62. Report of Councillors (For Information Only and Items for Future Agendas)

Cllr P. Taylor raised the matter of Haywood Village not currently being within a Parish or Town Council and requested that this be considered as a future agenda item.

26.63. Date of the next meeting(s):

Parish Council Meeting 5th October 2026, 7pm in the Legion Room, Hutton Village Hall
Parish Council Meeting 2nd November 2026, 7pm in the Legion Room, Hutton Village Hall
Parish Council Meeting 7th December 2026, 7pm in the Legion Room, Hutton Village Hall

The Chairman closed the meeting at 10:44pm

……..Chairman

……Date