

MINUTES OF THE PARISH COUNCIL MEETING

Held at 7.00 p.m. on Monday 6th June 2022 – Hutton Village Hall

PRESENT: Cllrs Dutton, Cole, Perry, Porter, Groom and Cllr Mrs. Harris

IN ATTENDANCE: The Clerk, Martin O’Neil (NSC) Mrs. Marion Cuthbert, Mr. Ben Westgarth

APOLOGIES FOR ABSENCE. Cllrs Mrs. White, Mrs. Dunkley, Howard, Cole, Vanessa Andrews (NSC), Cllr Solomon (NSC)

1) **Declarations of Interests.** Nil.

2) **APPROVAL OF MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD Mon 9th May 2022.** It was **PROPOSED** by Cllr. Porter and **SECONDED** by Cllr Perry, that the minutes of the meeting held on **Monday 9th May 2022**, which were previously circulated and available at the meeting, were approved and signed as a true record. The proposal was **RESOLVED UNANIMOUSLY**. **Cllr Dutton signed a copy of the minutes.**

3) **Chairman opening address.**

The Chairman gave a warm welcome to all present.

4) **OPEN MEETING FOR PUBLIC PARTICIPATION.** It was **AGREED** to open the meeting for public speaking.

a) **Martin O’Neil** from North Somerset Council gave a short presentation on the options for development of land owned by NSC at the Grange Farm site. This site has been identified as an area for potential future development. However, it was agreed that much of the land is unsuitable for development due to being in the flood plain. 0.6 hectares of the land is already in the settlement boundary. However, consideration was being given to extending this to approximately 4 hectares of farmland and extending the settlement boundary. A stand-alone consultation document has been sent to the Parish Council for consideration. This will be answered in due course. The site will form part of the review into potential development sites and a development programme would be developed late summer 2022. The Parish Council has already responded to a separate consultation on the North Somerset Council local plan and has indicated that an extension to the settlement boundary would not meet with Parish Council approval. However, Cllr Porter indicated that should this site be considered for development, the Parish Council would petition for improvements to public access by way of footpaths, safe cycling, and walking routes. The response from the Parish Council to the stand-alone consultation would be against the extension of the settlement boundary. However, the potential benefits to the Parish would be noted and would be strongly petitioned for during any further consultation.

b) **Mr. Ben Westgarth** from Elborough addressed the Parish Council to solicit support and guidance on developing a plan for a public footpath from Elborough Village to the Village of Hutton and consideration for a recreation area in Elborough Village.

Cllr Groom outlined previous consultations with Elborough Residents who had voted strongly against having a recreation area on the two sites suitable. Mr Westgarth indicated that the demographic of the residents has changed dramatically and there was support for this idea from a large number of residents. As the land in question was still under the ownership of North Somerset Council, Cllr Groom had been in communication with them to discuss the proposals. NSC had indicated that it was possible to lease the land to Hutton Parish Council, who would then be responsible for planning, implementing, and funding any play area on the preferred site which would also include lease costs for the land. If a lease was applied for, no application would be needed to go ahead with the development. It was indicated that no funding was available for these costs from the Parish Council this year as a budget has already been set for the year. The following actions would need to be taken if this proposal is to go ahead.

- A consultation with residents on the proposal and agreement on preferred site. This could include a public meeting in the Village Hall.
- Support of the majority of residents.
- Funding for the proposal to be investigated.

It was **AGREED** that Cllr Mrs. Dunkley would take the lead on this and would report back to the Parish Council. Cllr Groom would bring Cllr Mrs. Dunkley up to date on this proposal. **ACTION – Cllrs Groom and Mrs. Dunkley.**

- b. Provision of a public footpath would need considerable funding from North Somerset Council and approval of landowners to allow a public right of way over their land. It was suggested that neither of these would be easy to achieve. It was agreed that this would not be worth taking forward unless North Somerset Council could find the funding and obtain approval of landowners to allow access to their land. Mr. Westgarth would need to consult with all parties before any further support from the Parish Council was forthcoming.

There being no further public discussion it was **AGREED** to go back into closed session.

5) MATTERS ARISING FROM MEETING OF Monday 9th May 2022.

- a) **Planning decisions to NSC** –The Clerk has sent report to NSC. **COMPLETE**
- b) **Request for extension to double yellow lines.** These are still ongoing and form part of the brief for road improvements in Hutton including speed reductions. See below.
- c) **Changes to speed limit.** A meeting between North Somerset Council representatives, Cllrs Dutton and Porter along with the Clerk to the Parish Council was held on 31st May. The proposals for a 20-mph speed zone in Hutton with supplemental changes to the speed limits approaching the zone have now reached the stage where the proposal will be put forward to the Highways engineers for planning. Speed checks would be carried out on roads North of Main Road to ascertain compliance with the proposals. There were discussions on the proposal which indicated various changes to the speed limit East and West of the village centre which did not meet the approval of the Parish Council. Cristian Fletcher of North Somerset Council stated at the meeting of 31st May that he would communicate the concerns of the Parish Council to the Highways Team before a proposed plan was drafted. The extensions to the double yellow lines would also be considered as part of the scheme.
- d) **Parish Plan meeting.** See Cllr Dutton report below.
- e) **Planting of Oak tree** – The tree has now been planted. **COMPLETE.**
- f) **Risk Assessment for Jubilee events** – This was produced in time for the event. **COMPLETE**
- g) **Bouncy Castle for Jubilee event.** No action was taken as it was not considered viable. **COMPLETE**
- h) **Article for Mendip Times.** Report sent to the Clerk and forwarded to Mendip Times. **COMPLETE.**
- i) **Scout Hut questionnaire and meeting.** See Cllr Howard report read by the Clerk below.
- j) **Match funding request for recreation area improvements to NSC.** Cllr Groom reported that this has now been submitted along with further requests for funding sent to West of England Sports trust and Quartet foundation. **COMPLETE.**
- k) **Annual Audit report.** See finance report of Clerk below.
- l) **Thermostat for boiler in Scout Hut.** The Clerk reported that, after discussion with the plumber, it was not possible to fit a separate thermostat direct to the boiler. However the heating time controls can be adjusted direct from the boiler. The Clerk will adjust the settings accordingly. **ACTION – Clerk.**
- m) **Plaques for benches.** These have been received and fitted. **COMPLETE.**
- n) **Book place on climate change forum.** The Clerk booked a place for Cllr Perry. Report below. **COMPLETE.**
- o) **Driver details to Old Inn.** The Clerk reported that the Old Inn now have the available details. **COMPLETE.**
- p) **Tree Works Springwood.** The contractor has reported that remedial work will be completed in due course. **ACTION -Clerk to report when work complete.**
- q) **Cut back hedgerow at rear of Elmhurst Play area.** This has now been carried out. **COMPLETE.**
- r) **Concrete drain cover at Elmhurst.** Cllr Groom reported that due to the composition of the surrounding area, this could not be modified. It was suggested that a bench be put over the raised concrete section. Cllr Groom will seek sponsorship. **ACTION – Cllr Groom.**
- s) **Plaque for tree at Village Green.** The resident concerned will arrange for this to be placed on site. **COMPLETE.**
- t) **Quarry site ownership and cutting back.** It was agreed that the quarry site was the property of the Parish Council. The Clerk has discussed cutting the area back with the handy persons. This will be done as a low priority due to the amount of work currently around the Parish. **CONTINUES.**
- u) **Donation to Squirrels group.** A cheque has been presented to the group as agreed. **COMPLETE.**
- v) **Town and Parish workshop.** Invite sent to all Councillors. **COMPLETE**
- w) **Footpath and play area for Elborough.** See report above minute 4 b(ii). **COMPLETE.**
- x) **Cut back overgrowth of footpath.** This has now been done. Some overhanging branches were reported following the cut back of vegetation. The handy person has now completed this. **COMPLETE.**
- y) **Bins for Elborough.** The Clerk was directed to order a new dog bin for placement at Elborough. This

has now been done. **COMPLETE.**

- z) **Purpose of social media.** Cllr Mrs. Harris will put a notice on social media indicating the purpose of the Parish Council site. **ACTION – Cllr Mrs. Harris.**
- aa) **BBQ stands for public areas.** The Clerk suggested that the old metal supports from play equipment removed from Elmhurst play area could be utilised for the manufacture of metal supports for mobile BBQs. This would eliminate the problem with burnt benches and grass. The Clerk has discussed this with the handy person who will look at this once the equipment has been removed. **CONTINUES.**
- bb) **Co-option to the Parish Council. At this point of the meeting, members of the public were asked to leave the meeting whilst Councillors considered the applications. The meeting was duly conducted “in camera”.**

Cllr Dutton reported on the interviews carried out for co-option to the Parish Council. Of the two candidates interviewed, the interview panel had agreed that Mrs. Marion Cuthbert would be best suited to fill the vacant position. It was therefore proposed that Mrs. Cuthbert be invited to join the Parish Council as a co-opted Councillor. **PROPOSED by Cllr Dutton SECONDED by Cllr Mrs. Harris. RESOLVED UNANIMOUSLY.**

At this point of the meeting, members of the public were allowed back to the meeting. Mrs. Marion Cuthbert was informed of the decision and signed the appropriate paperwork. She was given a copy of Standing Orders etc. and attended the rest of the meeting as a co-opted member of the Council.

- cc) **Clerk contact PCC regarding PC representative.** Following discussion with the Parochial Church Council it was agreed that, constitutionally, there was no requirement for a Parish Council representative to sit on the PCC. **COMPLETE.**

6) **FINANCE**

- a) **Approval of schedule of accounts for May 2022.** These had been previously circulated to all members of the council and made available at the meeting. **PROPOSED by Cllr Perry and SECONDED by Cllr Groom** that the accounts be accepted. **UNANIMOUS copy signed.**
- b) **Approval of the Annual Governance statement for the end of year accounts.** The Annual Governance Statement was issued to Councillors. It was **PROPOSED by Cllr Porter and Seconded by Cllr Groom** that this was accepted as a true record. **RESOLVED unanimously. Signed by the Clerk and Chairman/**
- c) **Approval of the Accounting Statement for the end of year accounts.** The Accounting Statement was presented to Councillors for approval. It was **PROPOSED by Cllr Porter and Seconded by Cllr Groom** that this was a true record of the end of year accounts. **RESOLVED unanimously. Signed by the Clerk and Chairman.**

7) **REPORT OF HUTTON in BLOOM TEAM.**

- a) See Cllr Perry report below.

8) **REPORT OF DISTRICT COUNCIL. Councillor Terry Porter.**

- a) The display “See Monster” will not be in place for the start of the summer season. However, it should be in place later in the year and should prove to be a popular attraction.

9) **REPORT OF COMMUNITY POLICING TEAM.** Report received and passed to all Councillors. The report for the month indicated: Calls Received: - 17 with the following breakdown: Abandoned 999- 5, Missing Person – 1, Road Related – 2, Animal related – 1, Suspicious activity – 3, Road Traffic Collision – 1, Other report - 4

10) **REPORT OF PARISH COUNCILLORS AND THE CLERK**

a) **Cllr Porter.**

1. **Planning Issues.**

- a. 28 Eastfield Rd – Tree works refused. **NOTED. However work to a lesser extent Granted.**
- b. 14 Main Road, Hutton – Erection of a single storey garden room - **NOTED**

b) **Cllr Howard. Apologies.**

1. **Scout Hut.**

- a. Very useful and helpful meeting held with all the SH users on 12 May.
- b. A number of maintenance issues raised, which have been discussed with Parish Clerk for assessment and either tasking of Handymen or requesting Contractors for a quote. **ACTION – Clerk.**
- c. Task sheet produced in order to manage the progress of tasks and to provide feedback to the Users.
- d. Next meeting provisionally scheduled for Thu 08 Sep, 18.30hrs at the Scout Hut.

- c) **Cllr Dutton –**
1. **Parish Plan meeting.** Parish Plan meeting date to be arranged. **ACTION – Cllr Dutton.**
 2. **Jubilee events.** With the arrival of adverse weather, the Platinum Jubilee Parade was cancelled and the whole event was moved, at short notice, to the Village Hall. Thanks were given to Mrs Sarah Cope for allowing the use of the hall and to all of the volunteers who helped in getting the event up and running on site. Hutton Ladies helped to decorate the hall and the car park area for the event. Food was provided by Toot Sweet and the 1st Hutton and Locking Scout group. The Children’s entertainment and face painting was very successful and ensured that the children were well catered for. The event was attended by a large number of people and was considered a big success in adverse circumstances. A report will be placed in Hutton Parish News. **ACTION – Cllr Dutton.**
 3. **Hutton Festival week update.** Following a meeting between the Parish Council, Horticultural Society and volunteers the project plan was updated with people taking on responsibilities to ensure that planning for the event is seamless and all tasks covered. Planning is well underway, and all events will be advertised in the next copy of Hutton Parish News, on the website and social media. It was agreed that Horse Race night will take place on the Thursday of the event week and a quiz, organised by the Church, will take place on Saturday evening.
- d) **Cllr Mrs. White. Apologies**
1. **Hutton Parish News.**
 - a. Next edition copy date 2nd July now put back slightly to enable photographs of the improvements to Elmhurst play area.
- e) **Cllr Mrs Harris. (Apologies – Clerk read report)**
1. **Woodside.**
 - a. A meeting with the contractors to address concerns of residents has resolved some of the issues around early start times, and deliveries.
 2. **Dabaso Twinning.**
 - a. Nothing to report.
 3. **Social Media.**
 - a. Quite a few businesses are asking to advertise on Facebook. Not all being accepted as this could hide important notices. It was suggested that a notice should be put on FB stating the purpose of the page is to inform residents of important notices and events and not to be used as an advertising medium. Local businesses can advertise their services by advertising subscription to Hutton Parish News or free on the Parish Council website. Cllr Mrs. Harris will put a statement on social media outlining the purpose of the Hutton PC Facebook page. **ACTION – Cllr Mrs. Harris.**
 4. **Hutton School.**
 - a. Sports day was a big success.
 - b. Yr 6 pupils have now taken their SATS and will be attending “Young Voices” in Birmingham later in the month.
 - c. The end of year performance will take place in the middle of June.
 - d. Jubilee picnic in the school grounds went really well and help raised funds for the school.
- f) **Cllr Perry.**
1. **Climate Change.**
 - a. Cllr Perry attended the online forum to discuss climate change and how Parish Councils can take the issue forward. Councillors were briefed on how Parish Councils can take the lead locally in soliciting support from residents and encourage them to think more about climate change and what they can do to help reduce carbon emissions. Sustainable energy initiatives should be encouraged locally. It was also suggested that a “loan” scheme for electric powered gardening equipment could be introduced making equipment available for short term loan. Encouraging residents to pay attention to water wastage could also be part of a “Climate Change” plan.
 - b. Cllr Perry will produce a pack on initiatives which could be included on the Parish Website, Hutton Parish News and social media. **ACTION – Cllr Perry.**
 2. **Hutton in Bloom update.**
 - a. Louise Beamish has now taken over the role as team leader for Hutton in Bloom. Cllr Perry reported that she is doing a good job getting the team organised for watering and all planting for the summer is proceeding well. Plants in the poly tunnel are coming on well with 600 plants provided by North Somerset Council and many others. Elborough and Woodside areas have been planted out. In the

future, reports will be sent to the Clerk or Cllr Perry who will report on behalf of the team.

g) Cllr Cole. Nothing to report.

h) Cllr Groom.

1. Open spaces and Recreation areas.

- a. Elmhurst play area.** Work will commence on the 24th June when the old play equipment will be removed, fencing put up and work to erect new equipment will start.
- b. Des Phippen Park.** The Platinum Jubilee Oak tree has now been planted as reported above. The rewilding area needs to be cut back in October time. Clerk to arrange with the contractor. **ACTION – Clerk.** The Pond will need to be cleared out toward the end of the growing season.
- c. Springwood.** See matters arising above.
- d. Millennium Green tree plaque –** See matters arising above.
- e. Quarry site ownership and suggestions for improvement –** See matters arising above.
- 2. Public right of Way.** Nothing to report. Cllr Mrs. Cuthbert has volunteered to take on the reporting responsibility for Public Rights of Way. Cllr Groom will bring her up to date. **ACTION – Cllr Groom.** The Chairman thanked Cllr Mrs. Cuthbert for volunteering and Cllr Groom for all that he has done in this role since taking it on.

i) Cllr Mrs Dunkley

- 1. Elborough.** Cllr Mrs. Dunkley will start to look at the issues regarding the proposal for the provision of a play area in consultation with Cllr Groom and determine residents' views with regard to siting of any proposed play area for children. **ACTION – Cllrs Mrs. Dunkley and Cllr Groom.**

j) Clerk to Parish Council.

1. Handyperson/Orderly update.

- a.** Following the withdrawal of one applicant for the role, Mr John Waddington was interviewed for the role and was considered suitable to take on the vacant position as handy person.

2. Churchyard Orderly.

- a.** Grass cutting and tidying up took place prior to the Jubilee service and dedication of the new church gates.

3. Village Hall.

- a.** Nothing to report.

4. Community SpeedWatch.

- a.** No report received.

5. Replacement gates for Church.

- a.** The gates have now been completed and a service of dedication held. The Clerk has received numerous positive comments about the new gates. Cllr Dutton asked that the Clerk to write to Mr. David Hart and Mr. Daniel Leach for the excellent work done in manufacturing and fitting the new gates. **ACTION – Clerk.** An article will be placed in Hutton News.

11) CORRESPONDENCE. Nothing to report.

12) ANY OTHER BUSINESS

- a.** Cllr Porter asked that a report be sent to NSC on the state of the footpath from Main Road to Elmhurst play area. This will be sent by the Clerk.
- b.** Cllr Dutton reported on the provision of a maple tree that has been donated to the Parish and now planted in St Mary's Field.

There being no further business, the meeting was closed at 9.49

The next meeting of the Parish Council will be held on Monday 25th July 2022.