

MINUTES OF A MEETING OF HUTTON PARISH COUNCIL HELD IN THE LEGION ROOM IN HUTTON VILLAGE HALL, AT 7.00pm ON TUESDAY 7TH APRIL, 2026.

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

IN ATTENDANCE: Sophie Hooker (Parish Clerk)

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: None

Meeting Convened 7:04pm

25.123. To receive Apologies for Absence

Apologies were received and accepted from District and Parish Councillor Terry Porter. Councillor Nen Max noted as absent.

25.124. Declarations of Interest

None.

25.125. To approve and sign as a correct record the Minutes of the Parish Council meeting held on Monday 2nd March 2026

Resolved: that the minutes of the Parish Council meeting held on 2nd March 2026 be approved as a correct record. **The resolution was proposed, seconded and carried unanimously.**

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

25.126. Matters arising from those Minutes and Action Tracking

- **Missing Cups** – A final search has been carried out. The next step is for the Chair to agree a compromise solution with the Chair of the Hutton-Dabaso Twinning Association.
- **Electronic Traffic Signs** – No further update at this stage.

- **20mph** – Traffic scheme now complete, with speed checks requested from the police. It was agreed that the Parish Clerk will contact the Community Speed Watch team with the view to also carry out speed checks.
- **Scout Hut Roof and Floor** – An update is provided under minute 25.127.a.

25.127. Reports from Working Parties/Committees/Representatives

- Scout Hut** – The Council revisited the previously approved quotation of £7,525 for the flat roof replacement. An additional quotation of £1,490 for associated drainage works was also considered.
Resolved: to proceed with both the flat roof replacement and the associated drainage works at a total cost of £9,015.
- Open Space** – Following the operational inspection report by GB Sports at Elmhurst Play Area, work has been carried out on the gate and the roundabout will be dismantled and fixed after School Half Term.
Following the operational inspection report at Springwood Play Area, a local contractor and the Council's handyman have undertaken the immediate works required, including the clearance of brambles and overhanging tree branches, and the removal of a broken gate. An additional quotation of £672.50 from a local contractor for low-risk works identified in the report was approved by the Parish Clerk under delegated powers. GB sports to quote on Medium and Low Risk Items to be repaired.
- Hutton in Bloom** - The Council heard a written report from the working group - *March had been a busy month preparing for summer displays. Sponsorship letters had been issued, and refurbishment of the cider press is expected to commence shortly. A community working day is planned for 11 May to assist with clearing, tidying and planting. It was also noted that the group has entered South West in Bloom and is seeking support from local residents.*
- Communications** – The Council considered that the Communications Committee is no longer required. It was noted that the Parish Council website and social media page are being managed by the Parish Clerk, and that *Hutton Parish News* is being managed to an excellent standard by the editor, Tony Pass.
Resolved: to disband the Communications Committee.
- Hutton Parish Festival 2026** – Cllr P.Dutton gave a brief summary of the dates, Wednesday 2nd September – 6th September. Also confirmed the marquee is booked.
- Allotments** – A brief overview given of both Main Road and Springwood allotments by Cllr K.McCullouch and PC S.Hooker. Currently no vacant plots available.
Main Road allotment has requested a skip – Cllrs agreed they require more information to consider.
- Hutton Village Hall** – Cllr K.McCullouch gave a brief overview of HVH.

25.128. Reports from Outside Bodies/Conferences/Training

None.

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

29th April 2026 4pm – Hutton Primary School Traffic Scheme Meeting

9th May 2026 9:30 - 4pm – Hutton Village Hall 50th Anniversary Open Day

12th May 2026 11:00-12:00 – ALCA Charity & Trust Governance Webinar for Local Councils - Teams

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

It was agreed that Cllrs P. Dutton, M. Dunkley, A. Sills, K. McCulloch and L. Eddins will attend the Hutton Village Hall 50th Anniversary Open Day.

25.130. Financial

Resolved:

- a. To retrospectively approve the appointment of the new Parish Clerk, Sophie Hooker, as a signatory to the Council's accounts.
- b. To retrospectively approve the following items of expenditure:

Ref	Payee / Description	Details	Amount (£)
366	Ionos	IT Services	13.20
367	Microshade	IT Services	158.04
368	DeFib Shop	Defib Pads	190.00
369	Asda Garage	Travel	35.22
370	Scribe Accounts	Annual Subscription	888.00
371	Hutton Village Hall	Hall Hire	90.00
372	NatWest Bank	Bank Charges	26.95
373	Staff	Handyman	486.16
373	Staff	Orderly	605.67
373	Staff	Churchyard	122.10
373	Staff	Dog Bins	466.40
374	Parish Clerk	Home Working/Telephone	132.00
375	Scout	Cleaning	90.00
377	HMRC	NI & PAYE	990.96
378	Parish Clerk	Salary	1,893.21
382	Water2Business	Monthly D/D	53.00
383	Hiscox	Insurance D/D	337.29
384	British	Scout Hut – Gas	359.81
385	JBT Gardening	Elmhurst Repair	254.00
386	Samsung	—	140.99
387	—	Equipment	140.99
388	34th Weston Scouts	Donation	300.00
389	Mrs Hooker	Home Working	35.00
390	HMRC	NI & PAYE	128.60
391	British Gas	Scout Hut – Electricity	90.93
392	Microshade	IT Services	158.04
393	Scout Hut	Deposit Return	50.00
394	IONOS	IT Services	13.20
395	CRH Electrical Services	Scout Hut Repair	173.10
396	Staff	Orderly	1,050.06
396	Staff	Handyman	166.68
396	Staff	Churchyard	152.63

Ref	Payee / Description	Details	Amount (£)
396	Staff	Dog Bins	404.80
397	PATA	Payroll Services	258.15
399	Mrs S Hooker	—	1,581.70
400	Hutton Village Hall	Hall Hire	90.00
401	Mr Poole	—	1,893.21
403	GB Sports	Inspections	40.00

The resolutions were proposed, seconded and carried unanimously.

25.131. To consider and comment upon the following planning applications:

Certificate of lawful development for the proposed erection of a single storey rear extension to the existing dwelling.

11 Shadow Walk, Elborough, Weston-super-Mare BS24 8PH

Ref. No: **26/P/0450/LDP** | Received: Mon 02 Mar 2026 | Validated: Wed 18 Feb 2026 | Status: Registered

Determination Deadline: Mon 27 Apr 2026

Resolved: that the Council note the application. The resolution was carried unanimously.

A further application was added since the agenda was distributed for the following planning;

Proposed erection of a single-storey porch extension and access ramp.

40 Moorcroft Road Hutton Weston-super-Mare BS24 9SE

Ref. No: **26/P/0694/FUH** | Received: Fri 27 Mar 2026 | Validated: Fri 27 Mar 2026 | Status: Registered

Determination Deadline: Fri 22 May 2026

Resolved: that the Council note the application. The resolution was carried unanimously.

25.132. Report of the Chair – Cllr P. Dutton announced that the contract for the newly appointed Parish Clerk had been signed and is now in place. He thanked Cllrs M. Dunkley and A. Sills for their assistance.

It was also explained that the previous Parish Clerk, Mr Bruce Poole, remains engaged as a contractor to finalise the accounts for the year 2025/26.

25.133. Report of the Parish Clerk

Information Items / Correspondence Received / Decision Items

The Clerk reported the following:

- The Hutton Parish Council website had been updated; this was noted.
- A meeting with Hutton Primary School had been arranged (Minute 25.129 refers).
- A table had been booked for the HVH 50th Anniversary event (Minute 25.129 refers). The Clerk will investigate table decor.
- A request for a skip at the Main Road Allotments had been discussed (Minute 25.127(f) refers).
- A request for support for a farm shop was considered.

Resolved: to support the proposal.

- Foxglove Meadows: Councillors considered the council heading.
Resolved: to adopt the wording “Incorporating Elborough, Hutton and Woodside” in all PC headings and correspondence.

Action Taken Under Delegated Powers

- Electrical works at Hutton Scout Hut carried out by CRH Electrical Services had been authorised by the Clerk in consultation with the Chairman. This was **noted and retrospectively approved.**
- Acceptance of a quotation from GB Sports for £484.00 for repairs at Elmhurst Park had been actioned under delegated powers. This was **noted and retrospectively approved.**

25.134. Report of the North Somerset District Councillor(s)

The Council heard a written report from District Councillor Terry Porter -

There is little to effect Hutton, except the planning application for Elborough was submitted. Extra information is still required by planners - we may get it registered by the annual Parish meeting.

As to the 20MPH scheme, I have not had a direct report from Stephen that they have started speed checks, but I have seen officers in place and have had their checks reported to me by public. We wait to hear formally of any results.

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

Cllr K. McCullouch requested an update on the expected delivery of the new parish notice boards. The Parish Clerk will investigate and report back.

25.136. Date of the next meeting(s):

- Annual Parish Meeting 30th April 2026, 7pm in the Main Hall, Hutton Village Hall
- Annual Parish Council Meeting 5th May 2026, 7pm in the Legion Room, Hutton Village Hall
- Parish Council Meeting June 1st 2026, 7.00pm in the Legion Room, Hutton Village Hall

The Chairman closed the meeting at 8:53pm

.....Chairman

.....Date