

Hutton Parish Council

Incorporating Elborough Village, Woodside and Foxglove Meadows

Bruce Poole BA (Hons) FSLCC MMC

Parish Clerk

Parish Office Hutton Village Hall 60 Church Lane Hutton Somerset BS24 9SN

Tel: 01934 813871 – Tuesdays 10.00 am – 3.30 pm

Out of Hours – 07887802922

Email clerk@huttonsomerset.org.uk website www.huttonsomerset.org.uk

PUBLIC PARTICIPATION

At the commencement of the meeting there were no members of the public present.

MINUTES

Minutes of the Annual Parish Council Meeting of Hutton Parish Council that was held in **The British Legion Room Village Hall 60 Church Lane Hutton** and took place on **Wednesday 8th May 2024**, when the following business was transacted:

PRESENT P Dutton Chairman, supported by Councillors M Dunkley, G Barry, B Groom, K McCulloch & A Sills.

24.1 To elect Parish Council Chairman

Cllr Peter Dutton was elected.

24.2 To receive the Declaration of Office

The Declaration of Office was duly undertaken and signed.

24.3 TO elect a Vice Chairman

Cllr Ben Groom was elected.

24.4 To receive and accept any apologies for absence

Cllrs Lou Eddins, Terry Porter and Parish Clerk Bruce Poole.

24.5 Code of Conduct – For Declarations of Interest on the Agenda

None.

24.6 To approve the Minutes of the Parish Council Meeting held on Monday 8th April 2024

Resolved to approve as previously circulated the Minutes of a Meeting held on **Monday 8th April 2024** agreed as being a correct record and signed as such by the Chair.

24.7 Matters for information purposes only

Members were requested to view the previously circulated **Hutton Parish Council Actions List** and report back to the Clerk with and required amendments.

24.8 Chairman's announcements

The Chair reported that the Parish Clerk – Bruce Poole was unable to attend the meeting due to illness and that Cllr M Dunkley would take the Minutes. Due to the absence of the Clerk, some items on the Agenda would be deferred until the June Parish Council Meeting.

At the June meeting, Parish Council Working Groups were to be refreshed and new one created if required. All Cllrs were requested to give thought to Working Group requirements.

On the 23rd May – there was to be a NSC Town & Parish Planning Workshop – all Cllrs were strongly encouraged to attend.

24.9 Planning

1. To reconsider Planning Application 24/0142/OUT in light of discussions held subsequently to the previous submission to North Somerset

It was agreed to continue to object to the Planning Application and to add the Planning Application to the Agenda for the Annual Parish Meeting on Wednesday 15th May 2024.

23/P/1520/FUH	Proposed conversion of existing garage into a two-storey "Granny Annexe" including the creation of a dormer to the East elevation. Erection of a new detached garage at the North elevation. Bath House 54 Church Lane Hutton BS24 9SN	04/01/24 Noted
24/P/0503/FUH	Proposed erection of a single storey rear extension following demolition of the existing single storey lean-to extension	03/01/24 Approved by NSC 2 May 24
24/P/0142/OUT	Outline application with all matters reserved for subsequent approval except for access for the erection of 48 no dwellings public open space engineering works associated infrastructure and ancillary works – Land to East of Lynx Crescent Hutton Weston-super-Mare. It was observed that the actual site location was in Weston-super-Mare, but the access will be off Woodside Road Hutton. The PC agreed in principle to object to the application on access grounds, previous years of construction work suffered by the Woodside residents and loss of green space.	18/04/24
23/00235/COU	Enforcement Car Repairs taking place from residential property – 18 Vereland Road Hutton. No response received from NSC – no further action.	19/08/23

24.10 Resolutions

1. To confirm the Contract Terms and sign the documentation for Mr Bruce Poole as the Parish Clerk.

Agreed to accept the Contract Terms and sign the documentation for Mr Bruce Poole as the Parish Clerk. **Contract signed.**

2. To receive a Financial Statement (unaudited) for the year ending 31st March 2024 (Unaudited)

(a) To receive the Internal Auditor's Report and note its contents (If received).

(b) To approve the Annual Governance Statement (Section 1).

(c) To approve the Accounting Statements (Section 2).

(d) To set the commencement date for the exercise of public rights).

3. To review the Parish Council's Corporate Policies.

4. To review the Parish Council's Banking arrangements.

5. To review the Parish Council's Asset Register.

6. To review the Parish Council's Insurance Policy.

7. To re-affirm acceptance of the Audit and Account Regulations 2015 as amended by the Accounts and Audit (Amendment) Regulations 2021.

8. To review the Parish Council's Publication Scheme and confirm the Parish Council's Qualified Person under Section 36 of The Freedom of Information Act 2000 be the Parish Clerk.

Agreed to defer Resolutions 24.10.2 – 24.10.8 until June PC Meeting.

9. To confirm the appointment of Mr. Paul Russell as the Parish Council's Internal Auditor.

Agreed to confirm the appointment of Mr. Paul Russell as the Parish Council's Internal Auditor.

10. To resolve that the Parish Council delegates the power to grant dispensations to the Parish Clerk.

Agreed that the Parish Council delegates the power to grant dispensations to the Parish Clerk.

11. To note that the Village Handyman/Orderly agreed hourly rates from the 1st of April 2024 have now been updated to comply with the Minimum Wage Regulations.

Agreed that the Village Handyman/Orderly agreed hourly rates from the 1st of April 2024 have now been updated to comply with the Minimum Wage Regulations.

12. Arrangements for the Hutton Parish Festival 2024. **Agreed** that the schedule for the Hutton Parish Festival Week 2024, will be:

- Taste of Somerset Market
- Classic Car Show
- Charity Quiz Night
- Hutton Horticultural Society Annual Show
- Hutton-Dabaso Twinning Association – “Hutton Big Bash”
- United Benefice Songs of Praise
- Hutton Proms Concert

Agreed that in accordance with Government and North Somerset Council Food Safety guidelines, it is a requirement of Hutton Parish Council that all Hutton Parish Festival Week - Taste of Somerset Market Stallholders selling food for public consumption that the person who prepared the food and the vendor selling the food should have successfully completed a **Level 2 Food Hygiene Certificate**, which must be displayed on market stalls. A letter would be sent out to all market stall holders by the Taste of Somerset organizer.

13. To review and confirm the 2024 Hiscox PC Insurance (which runs out on 31st May 2024) renewal papers for the sum of £2937.60 – subject to final confirmation by the Parish Clerk.

Agreed to accept the sum of £2937.60 – subject to final confirmation by the Parish Clerk.

14. To review and confirm quotations for the tree work on the Island in the Des Phippen Park (£340.00 + VAT) and clearance of the fallen willow in Springwood (£480.00 + VAT).

Agreed to accept the quotations for the tree work on the Island in the Des Phippen Park (£340.00 + VAT) and clearance of the fallen willow in Springwood (£480.00 + VAT).

24.11 Financial

To approve the following invoices for payment:

Hiscox Insurance Monthly D/D 310.57
Water2Business Allotments D/D 46.50
British Gas Scout Hut 354.40
Deposit Return Scout Hut Letting - Saunders 50.00
Rent Allotment – 4 yrs. Old Mixon Site 400.00
Deposit Return Scout Hut Letting – Loud 50.00
Birnbeck Vehicle Insurance 2327.70
Peac UK Printer Lease D/D 246.00
DVLA Truck Road Tax 189.75

Approved.

24.12 To note for Information Purposes Only

- 1. Councillors**

(a) Councillor Ben Groom

- i. Unclear on current Scout Hut bookings – to be discussed with the Parish Clerk.
- ii. Final phase of the Elmhurst Park Refurbishment is on course for completion in June.

(b) Councillor Kenneth McCulloch

- i. Complaint received regarding a PROW, but this has been referred to NSC by the Parishioner concerned. To be followed up if no progress in 4 weeks.
- ii. Dog waste bin required for the new estate area in Woodside. Responsibility for the area to be clarified.

(c) Councillor Andrew Sills

- i. AGM of the Hutton-Dabaso Twinning Association to be held on Tuesday 14th May 2024.

(d) Councillor Peter Dutton

- i. Significant PC Truck Insurance (to £2303.70) has acknowledged by Hutton in Bloom, who have increased their planned donation to the PC from £500 to £750. Cllrs will need to consider if the use of the PC Truck represents value for money in time for the next FY 2025/26 Budget Meeting. To assist Cllrs in their decision, a PC Truck Usage Log has been created and passed to Hutton in Bloom for placing in the vehicle cab.
- ii. Hutton in Bloom will be holding a Sponsors Afternoon Tea on the 26th June. All Cllrs are invited.
- iii. There has been a waste collection problem at Springwood and St Mary's Field Scout Hut, with the bins not being emptied. A meeting will be hold on Friday 10th May 2024 with the NSC Waste & Cleansing Contracts Manager to try and resolve the problem.
- iv. Emails will be sent out requesting Cllr volunteers to assist during Hutton Parish Festival Week 2024.
- v. Hutton Football Club (FC) are currenting requesting quotes for **pitch improvement** works. This will be funded by S106 money received from NSC from the previous Woodside development. Hutton FC have been requested to write to the Parish Council (Springwood landowners), requesting permission to carry out the work and Hutton FC have been requested to attend the subsequent Parish Council Meeting to answer any questions from Cllrs.
- vi. Hutton Hill Closure is still ongoing. NSC has been in contact with the two property owners concerned. NSC have visited the site and will as soon as possible consider their options are under the Highways Act.
- vii. Cllr volunteers required to help set up and with refreshments at the Annual Parish Meeting on Wednesday 15th May.
- viii. Millenium Green Gate repair has been completed. Now waiting for the Information Board to be repaired.

(e) Councillor Marie Dunkley

- i. All details relating to the return of the Office Photocopier/Printer has been sourced and passed to the Parish Clerk for further action.

24.13 Correspondence

1. No correspondence to discuss.

24.14 Date Time and Place for the next Meeting - Annual Parish Meeting Wednesday 15th May 2024 – Parish Council Meeting Monday 3rd June 2024

31 May 24 - Chairman's Note – due to the continuing absence of the Parish Clerk due to illness, the Parish Council Meeting scheduled for Monday 3rd June 2024 has been cancelled.