

MINUTES OF THE PARISH COUNCIL MEETING

Held at 7.00 p.m. on Monday 3rd October 2022 – Hutton Village Hall

PRESENT: Cllrs Dutton, Porter, Cole, Groom, Howard, Cllr Mrs. White, Cllr Mrs. Cuthbert,
IN ATTENDANCE: The Clerk.

- 1) **APOLOGIES FOR ABSENCE.** Cllrs Mrs. Harris (joining later), Vanessa Settington (NSC)
- 2) **DECLARATIONS OF INTERESTS.** Cllr Mrs. White (Orderlies)
- 3) **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD on Monday 5th September.** It was **PROPOSED** by Cllr. Howard and **SECONDED** by Cllr Mrs. White that the minutes of the meeting held on **Monday 5th September 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.
- 4) **CHAIRMAN OPENING ADDRESS.**
- 5) The Chairman gave a warm welcome to all present.
- 6) **OPEN MEETING FOR PUBLIC PARTICIPATION.** Nothing to report.
- 7) **MATTERS ARISING FROM MEETING OF Monday 5th September 2022.**

a) **Consult with Elborough residents for a play area.** Cllr Mrs. Dunkley reported that after consultation with residents at Elborough, 47 households responded. The results of the consultation showed the following results:

1. **72.1% were in favour of having a play area at Elborough**
2. **19.15% were against the proposal.**
3. **10.64% had no opinion.**

Of those who responded, the following sites were considered as preferable:

- **Green and open space by yellow gate off Cedern Avenue – 57.8%**
- **Village Green – 27%**
- **No opinion – 15%**

Cllr Dutton stated that there is an appetite for a play area on the open space off Cedern Avenue. Cllr Porter asked about safety of the preferred site. Cllr Mrs. Dunkley indicated that the village green had good visibility, but concerns were expressed about road traffic near that site. Cllr Dutton indicated that the main problem with provision of a play area was funding and land ownership. Cllr Porter indicated that transfer of the land to the guardianship of the Parish Council from the District Council would not be a problem. Cllr Mrs. Dunkley indicated that although the responses were in favour of a play area, householders did not communicate strong feelings to the provision of such. Questions facing the Parish Council would be around funding as this has not been budgeted for and best estimates for provision of an area would include transfer of land ownership, provision of equipment, safety issues and ongoing maintenance. It was suggested that this was not financially viable this year. However, it was **AGREED** to wait to see if any further funding provision would be available from the District Council next year. It was also suggested that community fund raising could be one way forward. Cllr Groom has spoken to the parishioner who raised the issue and suggested that forming a Community Interest Company may be the way forward and would certainly help in obtaining grants towards community projects. It was re-iterated that this is not financially viable for the Parish Council to take this forward at this time.

b) **Planning decisions to NSC** – The Clerk has reported decision to NSC – **COMPLETE.**

c) **Request for extension to double yellow lines.** Cllr Porter reported that, after all of the time taken to get this through to the District Council, and waiting for a response, our requests for extensions to Moor Lane at the junction with Main Road and Vereland Road at the junction with Hutton Hill have been completely ignored. The plan put forward shows two areas where these will be installed in the Parish that, as a Council, have not been solicited for. The proposed sites do not seem to have any justification for the addition of double yellow lines, in particular down the

length of Moor Lane that runs adjacent to private land towards the airfield. Hutton Parish Council has gone back to the District Council with regard to our earlier request asking why these have been ignored. Responses from the District Council indicate that they do not consider these areas to be unsafe and they will not be considered going forward. Cllr Porter has sent photographs of the junction of Moor Lane and Main Road showing vehicles parked in a position that causes a hazard to other drivers. District Councillors will continue to pursue this with the Highways team at North Somerset Council. **CONTINUES.**

d) Speed reduction measures – public engagement.

1. An open meeting will be held in the Village Hall on Thursday 27th October to allow members of the Parish to discuss the proposals put forward by NSC for a 20mph zone and further speed reductions. North Somerset Council Highways Improvement Team members will be present at the engagement session, and it has been requested that Parish Councillors representing Hutton are also present to discuss, with members of the public, the proposals and thoughts of the Parish Council. Cllr Dutton asked for Councillors to indicate their availability to the Parish Clerk to ensure that members are present for the duration of the session. The Clerk will produce a roster for Councillors. The session has been advertised widely. The plan and proposal map will be shown on noticeboards and online. The notice will also indicate the Parish Council's plans to extend the 20mph zone. **ACTION – All Councillors and Clerk.**
- e) **Excess green matting from Elmhurst play area.** Cllr Groom has contacted Hutton Football Club with regard to them utilising the used green matting. Members of the football club will arrange to remove some of the matting. **COMPLETE**
- f) **Quarry site clean-up.** Cllr Groom indicated that there is a slight change in plan. Initial clearing of the space has been started by the handyman. The Scouts executive group will be meeting next week to discuss forming a party of Scouts, leaders and parents to clear the ground area to enable it to be used for the purposes that they require. The site is a lot more accessible and should enable the scout group to visualise the space available. **CONTINUES.**
- g) **Maintenance issues at the Scout Hut.** The Clerk reported that all outstanding work has now been completed. There is still some minor work to install a drain on the area of the roof where “ponding” has taken place following heavy rain. The handyman is currently on holiday but will complete the work on his return. **COMPLETE**
- h) **Produce a Climate Change information page for website.** The Clerk and Cllr Dutton will gather all of the information necessary to complete this. **ACTION – Cllr Dutton and Clerk**
- i) **Scout Hut meeting report.** The was held on 8th September. All users are happy with work carried out so far. Concern about general area cleaning. Individual groups clean the areas that they have used. However, some areas not generally used are in need of cleaning. The Clerk reported that the lady who showed an interest in taking on the task was supposed to call on him to discuss the role but did not turn up. The Clerk will contact the lady again. Fire door problem has now been sorted. Cllr Howard indicated that the floor area by the right-hand fire door is feeling spongy and soft. The Clerk will task the handyman to look at this. It was suggested that posts could be installed down the left side of the driveway to discourage drivers from driving on the field. Michaela indicated that her husband is willing to fit a seven-day timer to the heating system. The Clerk will discuss with Michaela. It was suggested that a change should be made to the combination of the padlock on the gate after each Taste of Somerset meeting. Changing the combination can be achieved. However, getting all users to remember the new combination could cause problems. **ACTION – Clerk.**
- j) **Gate for Elmhurst play area.** After much procrastinating, the new gate has now been installed. Small changes need to be made to put a spring closer, wire mesh and latch. The Clerk will task the handyman to carry out the work. No dogs allowed notices will be put in place at both entrances. The handyman will also look at the self-closing mechanism for bottom gate and adjust. **ACTION – Clerk.**
- k) **Final decision on preferred contractor and scheme for phase 2 of Elmhurst Play Area refurbishment.** After discussion it was decided that the contractors who carried out phase one of the refurbishment at Elmhurst play area offered the best value for money for phase 2. It was **AGREED** to offer the contract to Kompan. Slight adjustments to the quote to have been made and these have been implemented. North Somerset Council have been informed of the decision and funding will be made available for Phase Two of the scheme. The agreed funding of £20,000

will meet the majority of the costs for the next phase. The remainder of the costs will be met from the Recreation Areas budget head. **ACTION – Cllr Groom.**

- l) Heavy duty tracking for Scout Hut car park.** The Clerk went back to the marquee supplier to ascertain if they have any excess, second-hand, heavy-duty tracking that they could sell to us. This was following an enquiry from the FIRS scouting group. It was felt that a permanent heavy duty trackway would be advantageous to those using wheelchairs etc to gain access to the building. The suppliers said that they hire it in from a customer of theirs and do not have any available. The Clerk indicated that to purchase new would be around £1,000. It was agreed to inform Michaela of the costs to ascertain if she could investigate funding streams for this project. However, budget provision would be made in the next financial year to meet the cost.
ACTION – Clerk.
- m) Long term planning for Scout Hut – Investigate consultant.** Following discussions with Hutton Football Club there may be the opportunity to carry out collaborative work on the building with a view to either carry out major works to the structure of the building or to look at a full replacement. In the meantime, Cllr Groom has spoken to the consultant recommended by Cllr Porter who has indicated that there may be the opportunity to carry out some pro bono work as this is a community base project. The consultant will look at this issue and come back to Cllr Groom with recommendations. However, Cllr Dutton will report further on discussions with the football club later in the meeting. **CONTINUES.**
- n) Replacement Small Marquee.** The Clerk has investigated the purchase of a replacement small marquee for events in the Parish. It was indicated that a robust marquee would be needed to replace the one that we loan from Cllr Porter which is now showing signs of age and deterioration. This will be investigated further and if agreed it will be budgeted for in the next financial year. **ACTION – Clerk.**
- o) Copy of pictures for Hutton News.** Copy sent to Cllr Mrs White. Due to other events, the picture of the winning entry was placed inside the magazine and not on the front cover. **COMPLETE.**
- p) Advert for Hutton News Editor.** The advert has been sent to the editor for inclusion in the magazine and is now shown on social media, notice boards and the Parish Council website. **COMPLETE.**
- q) Springwood tasks.** Cllr Groom will send a copy to the Clerk as soon as possible.
ACTION – Cllr Groom
- r) Phippen Park tasks.** Cllr Dutton has sent a list of tasks for completion in the Des Phippen Park. The work has been scheduled and started. Cllr Porter was disappointed with a number of trees and positioning which were planted contrary to advice given. Cllr Dutton indicated that this can be discussed under the agenda item for Phippen Park.
- s) Footpath work.** The village handyman has completed clearing the footpath from Barrow Road to Eastfield Road. Lots of compliments received regarding the work done. The only remaining task is for North Somerset Council to make safe a manhole cover surround which is showing signs of degradation and considered dangerous.

8) FINANCE

- a) Approval of schedule of accounts for September 2022.** These had been previously circulated to all members of the council and made available at the meeting. Cllr Porter indicated that a payment made from the Hutton in Bloom budget was unexpected. The Clerk explained the confusion over the payment. This has now been paid. **PROPOSED by Cllr Cole and SECONDED by Cllr Howard** that the accounts be accepted. **RESOLVED UNANIMOUSLY.**
Copy signed.
- b) Auditors report.** Final report received from the Auditor with no issues raised. Statutory notice of resident's rights posted on PC Notice board.
- c) Local government pay agreement.** The final salary offer has now been received and unions will vote on the acceptance or otherwise of the offer. No action will be taken until such time as a settlement has been agreed.

9) REPORT OF COMMUNITY POLICING TEAM.

- a) Report received. 14 calls recorded in previous month: 2 road related incidents, 2 reports of suspicious activity, 3 abandoned 999 calls, 1 report of burglary, 1 theft, 1 road traffic collision, 1 criminal damage and 3 other nonspecific reports.
- b) The PCSO indicated that Hutton remains quiet compared to other areas.
- c) Cllr Porter indicated that problems with commercial vehicles parked on Oldmixon Road has abated slightly. The contractor has moved some of his vehicles to another, secure site in the Parish.

10) REPORT OF DISTRICT COUNCIL. Councillor Terry Porter.

- a) Still many problems with No 50 bus service. Stagecoach reporting problems with lack of drivers. Lots of journeys being missed. Stagecoach have been asked to record the number of times that service is missed.
- b) Planning meeting tomorrow on new local plan. Houses may be allocated in Hutton at Grange Farm. There has been no consultation on this at the moment. However a meeting is taking place at the end of the week at which District Councillors will raise the issue. However as housing stock is so low compared to the requirement it would appear that this site might well be allocated for development.

11) REPORT OF PARISH COUNCILLORS AND THE CLERK

a) Cllr Porter.

1. Planning Issues.

- a) **1 Orchard Road.** The Parish Council agreed in their September meeting to support this application. Cllr Porter has visited the site and it is believed that the Planning Team will approve this application.

b) Cllr Mrs Harris.

1. Woodside.

- a) The Clerk had a visit from a resident regarding the start time of work, dust, vehicles driving too fast. Cllr Mrs. Harris has spoken to the site manager. Another new section has opened up and houses are already being occupied. It is anticipated that the original site will be completed after Christmas. The additional 16 houses are being developed separately and work has not yet commenced. Cllr Porter stated that the start times in the planning condition states that work should not commence before 7.30 Monday to Friday and 08.30 on Saturdays. Cllr Porter reported that in Bleadon, a welcome day was held for all new people who have moved into the village in the last year. This was organised by the Parish Council. Consideration should be given to the Parish Council organising the same sort of thing for new residents from Woodside. Cllr Dutton asked for this to be part of the Annual Parish Meeting in early 2023. Local organisations could be present to give short presentations on what they can offer to residents. **Agenda item for December meeting. ACTION – Clerk.**
- b) The developers at Foxglove Meadows are looking at funding a box for donations of food, books, clothing etc. This would be available for residents who are struggling with the cost of living. The box could also be used for distributing Hutton Parish News magazine to residents in the Woodside area.

2. Dabaso Twinning.

- a) Quiz night went really well. Just over 100 people attended.
- b) Now planning ploughman's lunch and cheese event in Bleadon.

3. Social Media.

- a) Nothing to report.

4. Hutton School.

- a) Year 3 went to Knitted Bible at Wick St Lawrence Church last week. Harvest Festival this week at the school.
- b) The school has been remembering the Queen following her sad passing. Displays of drawings that were on show at the Horticultural Show were used. Cllr Porter commented on how good the drawings were. The school staff were amazed by the number of certificates and prizes which were awarded this year. Cllr Porter indicated that the number of entry categories had been extended to allow more scope for the children to participate.
- c) Lovel are going to donate large bags of wood bark for the mud kitchen.
- d) Quiz night being organised to raise funds and for new and present parents to meet.

c) **Cllr Howard.**

1. **Scout Hut.**

- a) Meeting of user groups held on Thu 08 Sep. See report at Minute 7(i) above.
- b) A meeting was held with the Football Club to discuss using St Mary's field. The FC are keen to liaise with Scouts and Guiding groups on dates for training and games. Cllr Howard has asked the FC to come up with a plan and proposal. The only possible use of the Scout Hut building would be for toilets and possibly officials for changing. The discussion then moved on to the Scout Hut building. The FC are very keen to help out with funding as they have access to more funding streams that may be available. Tim Abram is happy to look at drawing up plans for any re-build or refurbishment work needed to the building going forward. The Clerk has passed on the last surveyors report to Tim Abram. It is now a case of getting the FC and users together to look at proposals for the future. It was also stated that the Scouts organisation will look at funding streams to help with any future development. Options were also being looked at to improve car parking areas. Storage of Football Club equipment would also be looked at if the proposal is acceptable.

d) **Cllr Dutton –**

1. **Parish Plan update.**

- a) Nothing progressed at the moment. Cllr Dutton will look at this over the autumn and winter.

ACTION – Cllr Dutton.

2. **Operation London Bridge.**

- a) The arrangements to mark the passing of the late Queen were handled very quickly and successfully. Thanks passed to all who came forward to help with book of condolence, flags and all other arrangements. Thanks to be passed to Mr. Chatburn for his assistance with the flags. **ACTION – Clerk to write to Mr. Chatburn.**
- b) Going forward, it was suggested that a box be held in the Parish Council Office to contain a flag, book of condolence and photograph frame. **ACTION – Clerk**
- c) It was agreed that the condolence book should be kept in the Parish Council office for historic reasons.
- d) Cllr Dutton reported on an email received from a parishioner who expressed disappointment on the way some flags were half masted throughout the village. It was suggested by the correspondent that an article appear in Hutton Parish News telling residents how to carry out half masting of flags to mark the death of prominent officials. Cllr Dutton expressed his grateful thanks to residents who had shown the mark of respect to the late Queen. He has responded to the complainant suggesting that he writes an article for the magazine as an individual if he so wishes.

e) **Cllr Mrs. White.**

1. **Hutton Parish News.**

- a) The front page of the Hutton Parish News was changed due to the sudden death of the late Queen.
- b) Cllr Dutton asked Councillors to consider the way forward with a new Hutton News Editor due to the upcoming resignation of the current editor. An advert has gone out recently for a volunteer editor and we will wait to see if there is any response.

f) **Cllr Cole.** Nothing to report.

g) **Cllr Groom.**

1. **Open spaces and Recreation areas.**

- a) **Elmhurst play area.** Phase 2 now scheduled, and work should start late December/early January. Cllr Dutton asked if any progress had been made on display boards that were to be part funded by Hutton Primary School donation. Cllr Groom is now compiling the quotes received and will send these to the Clerk. **ACTION – Cllr Groom.**
- b) **Springwood area.** Tasks detailed to the Clerk have been progressed.
- c) **Des Phippen Park.** Cllr Porter has explained his concerns regarding the planting and positioning of some of the trees and this has been minuted above. Cllr Dutton explained the problems with some of the trees which are over and the positioning of the Platinum Jubilee tree and his concerns over the health of this tree. Cllr Groom outlined his intentions to replace and remove some of the trees. There have been complaints about the footpath which is showing signs of deterioration. The handyman has commenced work on this, digging out weeds and resurfacing with loose chippings. Cllr Porter will contact John Wheatley to do a tree survey in Phippen Park to enable us to determine the way forward. **ACTION – Cllr Porter.**

d) **Village Green.** Replacement for donated tree needs to be re-ordered. Cllr Groom looking at community tree project. Work to replace the gates not yet progressed but will be looked at when time permits. Work at the quarry site outlined in minute 7 (f) above. **ACTION – Cllr Groom**

h) **Cllr Mrs Dunkley**

1. **Elborough.** The moving of the bin to another site has been subject to complaint with regard to smell. The Clerk reported that the handyman reported that the bin is usually empty whilst the original one at the top of the area concerned has been full nearly all of the time. Cllr Mrs. Cuthbert has also visited the site and there was no unusual or foul smell coming from the bin. No further action to be taken.

i) **Cllr Mrs. Cuthbert.**

1. **Public Rights of way.**

a) Cllr Mrs. Cuthbert went to a consultation meeting on Public Rights of Way. The consultation document is a refresh of the original document. NSC are looking at issuing another plan outlining their work schedule. A more structured approach to public rights of way and how they are maintained is being formed. Cllr Mrs. Cuthbert raised the question of funding for this work as this is not explained in the document. NSC assured her that funding is not area specific but is prioritised. Hutton's request for improvements on the Public Right of Way from Main Road to Elmhurst play area is on the plan to be carried out. The public right of way from Barrow Road to Eastfield Road has been cleared by the handyman John Waddington to a very high standard. Thanks were to be extended to the handyman for the work done. **ACTION – Clerk**

j) **Clerk to Parish Council.**

1. **Handyperson/Orderly update.**

The work carried out by the Handyperson John has been completed to a very high standard. Cllr Dutton asked if John was happy to do work in the Phippen Park Pond to help clear the surrounding area and vegetation in the pond. The Clerk indicated that he was happy to carry out this work. However for safety reasons Rich Sully will be around when he is in the pond itself.

2. **Churchyard Orderly.**

The Clerk has been in contact with Maria regarding the state of the lawnmowers following comments made by a parishioner on the difficulty in using the current lawnmower. The Clerk has contacted Maria and she is happy with the current machine although it is not self-propelled and heavy. The handyperson David is away currently but has sourced a new cable for the gearing mechanism which he will fit on his return. The Clerk has indicated that if Maria is struggling with the current machine, consideration should be given to purchasing a more eco friendly battery-operated machine in the future.

3. **Village Hall.** The Church has approached the Clerk to ask what the Parish Council are doing about the cost of living crisis. The Church group are currently providing a "warm space" in Locking, and they wondered if the Village Hall could do the same sort of thing. The Clerk indicated that the village hall is currently used most weekdays. The cost of energy would cause a problem for the village hall and the Church group wondered if the Parish Council could offer some financial support for this. Cllr Mrs. Cuthbert indicated that North Somerset Council are providing limited funding for "warm places" for people who may be struggling with fuel bills and cost of living. The Clerk stated that he would get the Church representative to contact Cllr Mrs. Cuthbert regarding the scheme. In the meantime, it was felt that the village hall did not have the capacity to run a regular group due to the current programme of events in the building. No further action.

4. **Community Speed Watch.** No report received. The Clerk will contact the group leader.

5. **Hutton in Bloom.** Report from Louise Beamish read out.

- a) Meeting held where it was agreed to purchase plants for winter planting.
- b) Cllr Porter indicated that he has been nominated as Parish Council representative and will report further.
- c) The team has lost a number of members.
- d) The group leader indicated that the budget for next year will need to be raised if the village is to have the same sort of displays. This is due to the fact that plants will be purchased ready to plant rather than as plugs which are brought on in polytunnels. Also due to new regulations, the price of compost is likely to raise as all outlets will now only stock peat free compost.
- e) Watering is difficult with the reduction in team numbers. It was asked if any of the orderlies or handypersons could occasionally help with watering. Elborough village has also asked if someone could come over to water the plants there. There is just one lady who currently waters all of the

displays in the area. However the team felt that as residents from Elborough are not contributing towards any of the displays which are sponsored by parishioners, they would not be willing to travel over there with the vehicle to water the displays. It was suggested that residents be contacted to help out with watering the displays.

- f) The team are looking at removing the tree stump from the display at the end of the village hall. A quote had been obtained to grind the stump down. The quote received was £480. The stump will need grinding out soon but not immediately and provision should be made in the budget to carry out this work. However Cllr Porter felt that the tree stump is not at the stage where it needs to be completely removed immediately and he also felt that it was still strong enough to support the annual Christmas Tree this year. It was also suggested that the stone wall be removed and replaced with wooden sleepers. A quote was received totalling £1000 to carry out this work. This idea was not considered to be aesthetically pleasing or necessary. Lovel had offered to contribute £300 towards this project. It was suggested that this offer is considered for any future work.

6. Allotments update. Nothing to report

12) CORRESPONDENCE. Nothing to report.

- a) **Bins at Elborough.** See minute 11(h) above.
- b) **Low noise fireworks.** The request for consideration to be given to using low noise fireworks had been passed on to the Football Club. The FC responded stating that they have already ordered the fireworks for this year's display. Cllr Dutton had asked the Clerk to respond to the person concerned asking her to consider putting a notice in the next edition of Hutton Parish News asking residents to consider these for any end of year celebrations. This has been done.
- c) **Overgrown vegetation.** A resident has complained about brambles from St Mary's field coming through her fence. The handyman carried out remedial work straight away and the resident was informed.
- d) **Footpath and rewilding in Phippen Park.** A resident complained about the state of the footpath in Phippen Park and objected to the state of the re-wilding area in the park. The Clerk has responded stating that work has now started on the footpath and that the rewilding area is due to be cut back in the near future. The handyman has suggested that the stone needs replacing in places. Bags of stone have been ordered for delivery and work is progressing.
- e) **Remembrance Parade - road closure.** A road closure request will be sent out tomorrow. The Clerk reported on the changes to regulations requiring accredited persons to put out the signs. The British Legion have asked for how best to address this problem. Cllr Dutton commented that the options available were
1. Put the request in to NSC stating that the signs will be put out by volunteers who are not credited and will not be manned during the road closure.
 2. Train people up on a 5-day course to be accredited. However it would be difficult to find persons to do this now or in the future.
 3. Go through a traffic management company to put signs out and man the road closures.

It was agreed that option one would be the way ahead. The Clerk will put in the road closure request. Volunteers will be needed to put the signs out. **ACTION – Clerk.** The Clerk also asked for locations of the "Tommy" figures. This was agreed and the signs will be put out and removed later in November.

13) ANY OTHER BUSINESS – Nothing to report.

There being no further business, the meeting was closed at 9.50 p.m.

The next meeting of the Parish Council will be held on Monday 5th December 2022.

There will be a meeting of the Finance Committee on Monday 21st November to discuss the budget for financial year 2023/24