

**MINUTES OF THE ANNUAL MEETING OF HUTTON PARISH COUNCIL HELD IN
THE LEGION ROOM IN HUTTON VILLAGE HALL, AT 7.00pm ON TUESDAY 5TH
MAY, 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: District Councillor Terry Porter

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 - No matters were raised at this stage of the meeting.

(Later in the meeting, with the consent of the Chair, Public Participation was reopened – refer to 25.126)

Meeting Convened 7:04pm

26.1. To elect a Parish Council Chair

Councillor Peter Dutton was nominated for the position of Chair of Hutton Parish Council, with the nomination supported by all Councillors present.

There being no further nominations, it was

Resolved: that Councillor Peter Dutton be elected as Chair of Hutton Parish Council for the forthcoming year.

26.2. To receive a Declaration of Office

Councillor Peter Dutton signed the Declaration of Acceptance of Office as Chair, which was witnessed by the Parish Clerk.

26.3. To elect a Parish Council Vice Chair

Councillor Marie Dunkley was nominated for the position of Vice Chair of Hutton Parish Council, with the nomination supported by all Councillors present.

There being no further nominations, it was

Resolved: that Councillor Marie Dunkley be elected as Vice Chair of Hutton Parish Council for the forthcoming year.

26.4. To receive Apologies for Absence

Councillor Nen Max and Former Parish Clerk & RFO Bruce Poole, both noted as absent.

26.5. Declarations of Interest on any agenda items

None.

26.6. To approve and sign as a correct record the Minutes of the Parish Council meeting held on Tuesday 7th April 2026

Resolved: that the minutes of the Parish Council meeting held on 7th April 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.

26.7. Matters arising from those Minutes and Action Tracking

- **Missing Cups** – A total of 148 cups have now been received from Hutton Dabaso Twinning Association. A further 150 cups are still required, which the Dabaso Association will incorporate within their order, with the Hutton Parish Council covering the cost. This matter is now closed.
- **Electronic Traffic Signs** – As Councillor Nen Max was absent, Councillor Lou Eddins agreed to take responsibility for progressing the investigation and ordering of the electronic speed signs. The Parish Clerk will forward all related correspondence to Councillor Eddins. It was noted that Highways will require a meeting to discuss suitable locations for the signs.
- **20MPH – speed checks** – Police speed checks have been witnessed. The Community Speed Watch Team reported during the recent Annual Parish Meeting that a bedding-in period of three months is required before formal speed checks can be undertaken.
- **Hutton School Meeting - traffic scheme** – The meeting has now taken place. North Somerset Council will continue to progress the proposed traffic calming measures outside the school entrance. This matter is now closed.
- **Hutton Village Hall 50th Anniversary** – The Parish Clerk ran through the staffing rota and table arrangements for the event.
- **Parish Notice Boards** – The first of the two new parish notice boards have now been installed. Installation of the second notice board is scheduled to take place next week. A replacement parish notice board has been installed as a voluntary contribution by parishioner – Barry Richards. The Parish Council would like to thank Barry for his contribution to the Parish. A picture and thank you comment will be placed in the next edition of the Hutton Parish News by the Chair.

26.8. Reports from Working Parties/Committees/Representatives

- a. **Scout Hut** - Works to repair the external flat roof and drainage are due to commence on Wednesday 6th May. The Chair has also begun obtaining quotes for the required internal roof repairs and flooring works.

It was noted that a new electricity smart meter has been installed at the power supply to St Mary's Field. Councillors P. Dutton and T. Porter will inspect the electricity supply, and the Parish Clerk will contact the supplier if required.

- b. **Open Space** – Councillor Lou Eddins will carry out the quarterly inspection report for Elmhurst Play Park. In the absence of Councillor Nen Max, Chair Pete Dutton agreed to undertake the inspection report for Springwood this month.
- c. **Hutton in Bloom** - Monday 11th May will be a working day for the team. The Parish Clerk will add the relevant poster to the Hutton Parish Council social media page. It is hoped there will also be sufficient time to review the repainting of the bus stop.
A request was received from Hutton in Bloom to plant a tree within the village.
Resolved: that the request be approved.
The Parish Clerk will notify Louise accordingly.
- d. **Hutton Parish Festival 2026** – Councillors Terry Porter, Pete Dutton and Marie Dunkley are to arrange a meeting with Hutton Dabaso Twinning Association to review the project plan for the 2026 festival.
- e. **Allotments** - Both allotment sites remain at full capacity. Invoices have now been issued where previously outstanding, and payments are being followed up as required.
- f. **Hutton Village Hall** - Works to the hall floor are scheduled to take place next week. Other than this, there was nothing further to report.

26.9. Reports from Outside Bodies/Conferences/Training

None.

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

13 May 2026 10:30 – 12:00 May NST Online Meeting (VCSE/Health Sector)

21 May 14:30 – 15:30 ALCA Clerks & Officers Network

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

26.11. Financial

- a. **To receive the Financial Statement of the Audited Annual Accounts for the year ending 31st March 2026**, by former PC & RFO Mr Bruce Poole – currently acting as a contractor to finalise the 2026 financial year.
 - 1. To receive the Internal Auditors Report and note its contents
 - 2. To approve the Annual Governance Statement (section 1)
 - 3. To approve the Accounting Statements (section 2)
 - 4. To set the commencement date for the exercise of Public Rights

It was noted that the above items could not be received or approved at this meeting, as the information is still with the Internal Auditor. Former PC & RFO Mr Bruce Poole not in attendance. These items will be deferred to the next Parish Council meeting.

- b. **To review the Parish Councils Banking arrangements** – Banking arrangements to be reviewed. Upon completion of the formal transfer of signatory responsibilities to the new Parish Clerk and RFO, Mrs Sophie Hooker, the former Parish Clerk and RFO will be removed as a signatory.

- c. **To review the Parish Councils Asset Register** – The Parish Clerk will compile the Asset Register for review by Councillors when complete.
- d. **To review the Parish Councils Insurance Policy** – The Parish Clerk is in communication with the Council’s insurance provider to update contact details and obtain an updated quotation. This will be brought back to Council for review when available.
- e. **To re-affirm acceptance of the Audit and Account Regulations 2015 as amended by the Accounts and Audit (Amendment) Regulations 2021** - It was resolved to re-affirm acceptance of the Accounts and Audit Regulations 2015, as amended by the Accounts and Audit (Amendment) Regulations 2021.
- f. **To receive budget vs spend for 2025-26** – Not received.
- g. **To receive Quarter 4 – Budget** – Not received.
- h. **To note the receipt of the Precept 1st Half Payment from North Somerset Council - £85,000.00** – The receipt of the first half of the precept payment from North Somerset Council, amounting to £85,000.00, was noted.
- i. **To retrospectively approve the following items of expenditure:** - The following items of expenditure were retrospectively approved. It was noted that item 18 contained a duplication relating to a payment for the green waste bin at the Church.

All resolutions were proposed, seconded and carried unanimously.

	PAYMENT REFERENCE	TOTAL	VAT
1	Grass Cutting	£565.68	£0.00
2	Expenses Scout Hut	£6.85	£1.14
3	HPN Printing	£760.84	£0.00
4	Elec Bill	£88.94	£4.23
5	Gas Bill	£298.01	£14.19
6	ICO	£47.00	£0.00
7	Scout Hut Fire Alarm	£146.70	£24.45
8	Hedge cutting	£125.00	£0.00
9	WFH & Phone	£36.00	£0.00
10	April Battery Charging Expenses	£6.00	£0.00
11	Lease of Land at Bisdee Road	£500.00	£0.00
12	IT Services	£189.65	£31.61
13	FUEL EXPENSES	£49.22	£8.20
14	Church Green Waste Subscription	£70.00	£0.00
15	Website Hosting	£19.20	£3.20
16	Scout Hut Cleaning	£105.00	£0.00
17	GAS SCOUT HUT	£150.13	£7.14

	PAYMENT REFERENCE	TOTAL	VAT
18	Church Green Bin	£70.00	£0.00
19	Travel to Auditor	£41.20	£0.00
20	Water Charges	£53.00	£0.00
21	Insurance	£337.20	£0.00
22	B.Poole Clerk Services	£1,500.00	£0.00
23	April HVH Hire	£90.00	£0.00
24	Churchyard Maintenance Salary - April	£326.97	£0.00
25	Handyman Salaries April	£134.46	£0.00
26	Dog Bin Salary April	£363.25	£0.00
27	Parish Clerk Salary April	£1,479.89	£0.00
28	Village Orderlies Salaries April	£1,275.24	£0.00
29	(DUPLICATE) Defib Pads	£228.00	£38.00
30	HVH FLOOR DONATION	£3,000.00	£0.00
31	(DUPLICATE) LAND LEASE - NSC	£500.00	£0.00
32	(DUPLICATE) SCOUT HUT CLEANING EXPENSES	£6.85	£1.14
33	(DUPLICATE) GRASS CUTTING	£565.68	£0.00

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

Outline Planning Application for a residential development of circa 415 dwellings (Class C3), a new Country Park together with a retail and community facility (Class E and F2), incidental public open space, allotments, new access arrangements to Banwell Road and Old Banwell Road, associated site infrastructure and enabling works, with the proposed accesses provided in detail, other matters of appearance, landscaping, layout and scale reserved for subsequent approval
Land North Of Banwell Road North Of Elborough Village Hutton / Locking

Ref. No: **26/P/0536/OUT** | Received: Tue 10 Mar 2026 | Validated: Tue 07 Apr 2026 | Status:

Registered

Consultation Deadline: Thu 07 May 2026

Determination Deadline: Tue 07 Jul 2026

Resolved: that the Parish Clerk will compile a response for submission to the North Somerset Council planning portal, incorporating residents' correspondence and comments made at the Annual Parish Meeting held on 30th April.

Hybrid planning application (full and outline elements) with Environmental Statement for the expansion of Bristol Airport to enable a throughput of 15 million passengers per annum, operating within a rolling 12 month cap of 99,931 air transport movements and 4,974 night flights between the hours of 23:30 and 06:00. Full application elements comprising: extension of western apron for additional aircraft stands; reconfiguration of central and eastern aprons; construction of a passenger surface level car park for approximately 2,000 vehicles; eastern extension of existing runway by approximately 170m, with repositioned and additional aircraft approach lighting within Felton Common; taxiway and fillet widening to Taxiway GOLF with a realignment at the western runway end; construction of two new taxiways; extension of surface level car rental parking area; expansion of existing Silver Zone car park to provide an additional circa 1,960 block parked vehicle spaces; construction of new surface level staff car park for approximately 1,720 vehicles; highway improvements to the A38, including upgrades to northern access roundabout, construction of a new southern roundabout and widening of the road to accommodate an additional bus lane with dedicated access onto the A38.

Outline application elements comprising of 3no. extensions to terminal building on west, north and east sides; construction of new piers to the west and east of the terminal including an underground walkway; construction of ancillary support buildings; relocated and expanded aviation fuel farm; a pedestrian bridge link; erection of a new baggage building; erection of a maintenance repair and overhaul hangar and ground run up pen; construction of parking decks within Silver Zone car park and car rental facility; minor works within Silver Zone car park; construction of a bus maintenance and washing facility; site wide landscaping, drainage, lighting and other associated infrastructure.

Bristol Airport North Side Road Felton Wrington BS48 3DY

Ref. No: **26/P/0686/OU2** | Received: Thu 26 Mar 2026 | Validated: Mon 20 Apr 2026 | Status:

Registered

Consultation Deadline: Sun 28 Jun 2026

Determination Deadline: Mon 10 Aug 2026

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

25.123. Report of the Chair – Councillor P.Dutton reported: As you are all aware, the Annual Parish Meeting took place last Wednesday. Apart from the standard organisational reports, the main public participation was regarding the proposed development of Circa 415 dwellings on land north of Banwell Road, north of Elborough village. The overwhelming majority was in opposition to the development. There were 44 members of the public in attendance and a vote taken at the meeting resulted in 43 (97.7) members of the public against (opposing) the development and 1 (2.3%) member of the public abstaining. A thank you must go to all the public, the Clerk and Cllrs who attended this legally required and essential meeting.

25.124. 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.

- **Springwood Allotment fence renewal and gate reposition** – A proposal was discussed to remove a redundant gate and reposition it to replace a section of fencing requiring renewal. One quote had been received in the sum of £3,265.00.
Resolved: that all Councillors agreed to the removal and repositioning of the gate. The Parish Clerk will obtain further quotations and bring the item back to the next meeting for consideration and approval.
- **Annual Playground Inspections, GB Sports** – It was noted that the annual playground inspections are scheduled to take place in June.
- **Robin Drive, Hutton – Weekend School Field Access** – It was noted that North Somerset Council has confirmed that access to the school field gate is restricted to a maximum of five uses per year for school purposes only, in accordance with the planning conditions.
- **Become a Parish Councillor Notice** – The Council discussed how and where the notice could be best utilised to increase visibility and encourage interest in recruiting new parish councillors.

25.125. Report of the North Somerset District Councillor - District Councillor Terry Porter provided an update, including that the Planning Committee will soon be reviewing the Tropicana lease arrangements.
Cllr P. Dutton raised concerns regarding the stone barriers currently located at the end of Moor Lane, noting that they appear to have been moved out of position. Councillor Porter agreed to liaise with North Somerset Council to investigate and address the matter.

25.126. Report of Councillors (For Information Only and Items for Future Agendas)
Nothing to report.

With the agreement of the Chair, the meeting returned to Public Participation at a later stage following the arrival of a member of the public.

The member of the public (Mr John Chatburn) was invited to speak and raised concerns regarding weight restrictions through the village and a loose wall. The Chair thanked the resident for their comments, which were duly noted by the Council.

Cllr L. Eddins suggested encouraging residents to report any obvious breaches of the weight restriction, in line with the signage at the entrances to and exits from the village, by contacting 101.

District Councillor Terry Porter agreed to notify North Somerset Council for inspection of the wall.

25.127. Date of the next meeting(s):

- Parish Council Meeting June 1st 2026, 7.00pm in the Legion Room, Hutton Village Hall
- Parish Council Meeting July 6th 2026, 7.00pm in the Legion Room, Hutton Village Hall

The Chairman closed the meeting at 8:29pm

.....Chairman

.....Date