



Hutton Parish Council

\incorporating Eiborough Village, Woodside and Foxglove Meadows

**Bruce Poole BA (Hons) FSLCC MMC
Parish Clerk**

C/O Rooftops, 10 South Street, Burnham-on Sea, Somerset, TA8 1BS

Tel: 07887 802922 Monday – Thursday – Home Working 10am to 1pm and 2pm to 4pm

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

PUBLIC PARTICIPATION

Prior to the Council meeting opening formally the Parish Clerk Mr Poole requested a private session in order to discuss the ongoing challenges following an incident that was recently reported to the local PCSO that took place at Springwood allotments. He set out the facts relating to the matter after which he answered questions.

Resolved that the parish Council supports the actions taken by the clerk and that he relays the out come to all the involved parties as soon as it is possible.

The Chairman then invited the members of the public to enter the meeting of which there were eight in total who had been previously waiting outside. He advised those present that the Parish Council had received a verbal report from the Parish Clerk relating to Springwood and the recent reported incident and that as a result he had been charged to convey the council's deliberations to the involved parties as soon as it was possible to do so.

MINUTES

Minutes of the Statutory Annual Meeting of Hutton Parish Council held in the Legion Room Hutton Village Hall commencing at 7.30 p.m. on Monday ~~4th December 2023~~ when the following business was transacted.

MAY 2025

PRESENT Cllr. Dutton supported by Cllrs. G Barry L Eddins J Hicks K McCullouch T Porter A Sill together with Mr B Poole the Parish Clerk.

The Chairman formally welcomed everyone to the meeting and in particular Nene Max who had set out in the closed session why she had volunteered to be a Parish Councillor.

25.1 To elect a Parish Council Chairman.

Formally proposed and seconded that Mr Peter Dutton be elected chairman – **Carried unanimously.**

25.2 To receive a Declaration of Office

The formal declaration was duly signed

25.3 To elect a Parish Council Vice Chairman.

In her absence Cllr. M Dunkley was so elected.

The Chairman then sought permission to bring forward Agenda Item 25/10.1

To elect a Parish Councillor

Resolved that Mrs Nene Max be so elected.

The required declaration of Office was so made

25.4 Apologies

were received from Cllr. M Dunkley.

25.5 Code of Conduct.

The process was duly explained to Cllrs. Hicks and Max.

25.6 To approve the Minutes of the Parish Council meeting held on Monday 7th April 2025

The Minutes of the Parish Council Meeting held on Monday 7th April 2025 as previously circulated were taken as read approved as being a correct record of what took place and signed as such by the Chairman

25.6 To receive the Minutes of the Annual Parish Meeting held on Wednesday 9th April 2025 and to note any actions required to be undertaken.

Received and noted that there appeared not to be any actions required at this present time.

25.7 Chairman's Announcements

25.8 Matters for Information purposes only

Again members were reminded that it was incumbent on them to keep the Clerk posted of any updates.

25.9 Planning

4	T1 Robina – Remove dead wood and reduce low lateral branch over parking area by 1.5m – The Old Rectory 47 Church Lane Hutton	22/4/25 APPROVED
25/P/808/FUH	Proposed erection of a single storey rear extension with a tiled pitched roof - 86 Cedern Avenue Elborough BS24 8PD	NOTED

25.10 Resolutions

1.To Co-opt a Parish Councillor.

See commencement of the meeting

2.To receive the Financial Statement of the Audited Annual Accounts for the year ending 31st March 2025.

Received

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

Received

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

Approved and duly signed by the Chairman and Clerk

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

Approved and duly signed by the Chairman and Clerk

(d) **To set the commencement date for the exercise of Public Rights**

Agreed that it should commence on Tuesday 3rd June 2025 and end on Monday 14th July 2025

3. To review the Parish Council's Banking arrangements

Reviewed

4. To review the Parish Council's Asset Register

Agreed to accept the 2025 submission on the basis that it be reviewed over the next few months and be set it against the Council's Insurance policy for a comparison

5. To review the Parish Council's Insurance Policy

See 4 above

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

Accepted

7. To receive the Budget versus Spend for 2024-25

Received

8. To Receive Quarter 4 – Budget

Received

9. Top note the receipt of the Precept 1st Half Payment from North Somerset Council - £83,758.00

Noted

10 To resolve to increase the cost of the Parish Council's Allotment Plots from 16.50 to £25.00 (Villagers) and from £22.50 to £30.00 (Non-Villagers) effective from 31st December 2025

Resolved to implement the recommended increases

11. To accept an amended Allotment Agreement effective from the 1st December 2025 for existing allotment holders and with an immediate effect for new allotment holders.

Resolved to adopt the revised wording.

12. To resolve to accept the quotation from Scribe to embrace their Allotment Package in the sum of £35.00 ex vat per calendar month.

Resolved to accept the quotation

13. To accept the wording of a future warning letter and the cancellation of an agreement letter.

Resolved subject to a re-write by Cllr G Barry that both the Warning Letter and Termination Letter be formally be adopted

14 To resolve to accept the Bronze Package at £9.99 ex vat per calendar month from Hugo Fox to set up a revised a Dot.Gov Website and Dot.Gov Email addresses.

Resolved to accept the stated quotation

15. To note a suggestion that a bench be located at the end of Moor Lane

It was agreed that the suggestion had some obvious relevance but as the Parish Council did not own any land in the area the matter could not be progressed on that basis. Also North Somerset District Council would not encourage such an installation

25.11 Financial

(1) North Somerset Council	Waste Bins	44.68	
(2) North Somerset	Waste Bins	85.97	
(3) Hiscox Insurance	Monthly D/D	293.75	
(4) Water2Business	Allotments D/D	46.00	
(5) Instant Print	Village Newsletter	677.32	
(6) Weston Garden Mach	Materials	111.30	22.26
(7) British Gas	Scout Hut – Gas	220.72	11.03
(8) ALCA	Subscription	785.10	
(9) Microshade	Hosted Services	120.38	24.08
(10) J K Gardening	Grass Cutting	275.95	
(11) Ward Tree Surgeon	Springwood	580.00	116.00
(12) ICO	Annual Data Fee	52.00	
(13) North Somerset Council	Bisdee Road Rent	500.00	
(14) British Gas	Scout Hut – Electricity	99.13	4.95
(15) Hutton Village hall	Hutton festival Room Hire	25.00	
(16) Ionos	Web Site	16.00	3.20
(17) Scout Hut	Cleaning	135.00	
	Materials	21.14	
(18) Handyman	Battery Charges	20.25	
	Travel	15.30	
(19) R J Eastman	New Fire Doors – Scout Hut	4150.00	
(20) HVH	Room Hire	90.00	
(22) HMRC	NI & PAYE	1034.44	
(21-27) Staff	Orderlies	1098.90	
	Handypersons	641.74	
	Churchyard	433.36	
	Dog Bins	409.20	
(28) Nat West	Bank Charges	23.10	

Retrospectively approved

25.12 Working Groups

1. To receive Verbal Reports from the following:

(b) Scout Hut

Scout Hut User Group Meeting

(c) Open Space

(d) Hutton in Bloom

(e) Communications

25.13 Correspondence

1. North Somerset Council – Town & Parish Digest
2. Microshade VSM Service
3. Vice Lord Lieutenant of Somerset – VE - Day Celebrations
4. North Somerset Council – Mobile Library
5. North Somerset Council – Road Traffic Regulation – Moor Lane
6. Mr S De Bruin – Change of access code on Scout Hut.
Agreed that it should be actioned
7. North Somerset Council – Bollard at Moor Lane
8. Allotments – Numerous Conversations and emails
9. North Somerset Council – 2025 CIL Report
10. Avon Police – Stats April 2025
11. North Somerset Council – Village Hall Waste Bin
12. St. Mary's Hutton – Stay Connected – May 2025
13. Hutton Dabaso – Twinning
14. North Somerset Council – Town & Parish Digest
15. Notice Board – Woodside
16. Perry Boy – Des Phippen Park
Subsequently repaired by the Chairman

25.14 Matters for Report purposes only

1. Councillors
2. Parish Clerk

25.15 Date Place of the Next Parish Council Meeting – Monday 9th June 2025 in the British Legion Room – commencing at 7.00pm

A. P. [Signature]
9th June 2025