

MINUTES OF THE PARISH COUNCIL MEETING

Held at 7.00 p.m. on Monday 25th July 2022 – Hutton Village Hall

PRESENT: Cllrs Dutton, Porter, Groom, Howard, Cllr Mrs. Dunkley, Cllr Mrs. White, Cllr Mrs. Cuthbert,

IN ATTENDANCE: The Clerk.

- 1) **APOLOGIES FOR ABSENCE.** Cllrs Mrs. Harris, Cole, Vanessa Andrews (NSC), Cllr Solomon (NSC)
- 2) **DECLARATIONS OF INTERESTS.** Cllr Mrs. White (Orderlies)
- 3) **APPROVAL OF MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD Mon 6th June 2022.** It was **PROPOSED** by Cllr. Mrs. Dunkley and **SECONDED** by Cllr Howard that the minutes of the meeting held on **Monday 6th June 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.**
 - a) The Chairman gave a warm welcome to all present and indicated that a summer recess will take place in August with no planned Parish Council meeting.
 - b) The Chairman reported on the resignation of Mark Perry from the Parish Council with immediate effect. He read out the resignation notice and his response to Mr. Perry.
 - c) A notice will be published calling for a poll to fill the position on Tuesday 26th July.
ACTION – Clerk
 - d) The Chairman asked to record thanks to Mark Perry for all that he has done during his 4½ years in office. In particular Hutton in Bloom, Climate Change, Scout Hut, and the Des Phippen Park.
- 5) **OPEN MEETING FOR PUBLIC PARTICIPATION.** Nothing to report.
- 6) **MATTERS ARISING FROM MEETING OF Monday 6th June 2022.**
 - a) **Request for play area at Elborough.** Following representation at the last PC meeting, Cllr Groom reported that there were mixed opinions on if and where a play area should be sited at Elborough Village. Cllr Mrs. Dunkley agreed to consult with residents to gain more of an insight into the appetite for a play area and location. The response from North Somerset Council indicated that they would not be against the proposal. However, the Parish Council would have to pay for the lease of the land, funding and ongoing maintenance of this. Councillors agreed that this would entail a large amount of funding to take the idea forward. It was suggested that a local action group would need to be formed to apply for funding from various fund providers.
ACTION – Cllr Mrs. Dunkley to consult with residents.
 - b) **Planning decisions to NSC –** The Clerk has reported decision to NSC – **COMPLETE.**
 - c) **Request for extension to double yellow lines.** It was suggested that this initiative is outside the remit of the current road improvements scheme and should be dealt with separately. District Councillors Porter and Solomon will follow up. **ACTION – District Councillors.**
 - d) **Changes to speed limit.** Proposals for changes to the planned scheme have been communicated to the North Somerset Council lead on the project. The request to extend the extent of the 20mph zone will be discussed and a meeting will take place in August with the highways team and Hutton Parish Council representatives. A report on the discussions will be made at the next Parish Council meeting in September. **CONTINUES.**
 - e) **Thermostat in Scout Hut.** This has now been programmed. Sufficient notices telling users to turn down the heating on vacating the building are in place and this is reiterated in one-off hire agreements for parties. **COMPLETE**
 - f) **Tree Works Springwood.** The contractor has now reported this work as complete. **COMPLETE.**
 - g) **Concrete drain cover at Elmhurst.** Cllr Groom reported that, due to the size of the area, a bench would not be suitable to cover the drain. It was suggested that we could utilise some of the artificial grass floor covering from beneath the old swings. This would need to be pegged down in the ground surrounding the drain cover. It was requested that suitable pegs be purchased for this

purpose. **ACTION – Clerk**

- h) Quarry site ownership and cutting back.** Handy person has started cutting back some of the overgrown material from the path leading to the quarry site. He will need some guidance on the extent of the work required. The Clerk will contact the handy person and arrange for him to speak to Cllr Groom to arrange an onsite meeting to discuss. **ACTION – Clerk, Cllr Groom.**
- i) Purpose of social media.** Cllr Mrs. Harris will put a notice on social media indicating the purpose of the Parish Council site. **ACTION – Cllr Mrs. Harris.**
- j) BBQ stands for public areas.** Following discussion on the siting of BBQ stands or public areas, Cllr Dutton reported that one of the handy persons was willing to erect a cairn, in memory of his mother, with a flat top at the Village Green site to use as a BBQ platform. However, other suggestions were to place hollow breeze block or paving slabs near areas that had been used and the grass burnt. It was agreed to look at placing paving slabs in these areas to avoid damage to the grass or benches. The Clerk will investigate and report back. **CONTINUES.**
- k) Maintenance issues at the Scout Hut.** The Clerk reported that issues reported are in the process of being dealt with. All plumbing and electrical work will be carried out in August. Roof problems will be looked at by the handy person with a view to eliminating areas of concern that are currently causing seepage into the building. **CONTINUES.**
- l) Parish Plan meeting.** Cllr Dutton indicated that following the resignation of Mark Perry, he will be looking at all of the content currently submitted and, along with the Clerk, will put together a draft plan based on the survey report and the PC priorities identified since, which will be circulated to all Councillors for comment. Cllr Porter the requirement for a plan when the survey report identified the key issues and the PC's next steps. As the PC had a number of new councillors since the publication of the survey report, Cllr Dutton agreed to send out a copy of the survey report again for Councillors to decide on the next course of action – **ACTION – Cllr Dutton.**
- m) Jubilee event report for Hutton Parish News.** Cllr Dutton has submitted a report on the events for inclusion in the next edition. **COMPLETE.**
- n) Produce a climate change initiative pack.** Following the resignation of Mark Perry, Cllr Dutton and the Clerk will gather information on climate change initiatives and put together an article for inclusion on the website and Hutton Parish News. **ACTION – Cllr Dutton and the Clerk.**
- o) Cut back of rewilding areas.** The Clerk has arranged for the contractor to carry out cutting back in October. **COMPLETE**
- p) Handover of PROW responsibilities.** Cllr Groom has now handed over responsibility for Public Rights of Way to Cllr Mrs. Cuthbert. **COMPLETE**
- q) New gates report for Hutton Parish News.** The Clerk has sent report to the editor. **COMPLETE.**
- r) Report on state of footpath Main Road to Elmhurst play area.** The Clerk has reported this to NSC and response received stating that the whole length of the public footpath is being assessed by PROW team. **COMPLETE.**

7) FINANCE

- a) Approval of schedule of accounts for Jun 2022.** These had been previously circulated to all members of the council and made available at the meeting. **PROPOSED** by Cllr Mrs. Cuthbert and **SECONDED** by Cllr Howard that the accounts be accepted. **UNANIMOUS copy signed.**

8) REPORT OF COMMUNITY POLICING TEAM.

- a) Report received and passed to all Councillors.** The report for the month indicated: Calls Received: - 13 with the following breakdown:
Abandoned 999 calls - 4 - Road Related – 1, Road Traffic Collision – 1, Other road related – 1, Other reports - 6

9) REPORT OF DISTRICT COUNCIL. Councillor Terry Porter.

- a) The grant funding for refurbishment of Elmhurst Play area has been granted.** Cllr Dutton thanked District Cllrs Porter and Solomon for their support with the application.
- b) See Monster display will be on site for 2 ½ months before being remove to another location in the country.** Due to open in the next couple of weeks. It is a very good display with a lot of recycled material, and it is a shame it will only be in place for a short period.
- c) Recycling collections have been doing very well.** Cllr Porter has been on the round with binmen.

Problems encountered concern mixed recycling waste. Where it is all sorted, it can be emptied in 30 secs, if mixed it takes nearly 5 times as long. Cllr Solomon was on Television making this point last week and it is hoped that people take notice.

10) REPORT OF PARISH COUNCILLORS AND THE CLERK

a) Cllr Porter.

1. Planning Issues.

- a) **11 Robin Drive** – Tree works. **NOTED.**
- b) **Land to North of Oldmixon Road** – Additional houses outline permission – District Council will be pushing for same conditions to be imposed as previously. This is of concern to residents due to dust, noise, early arrivals etc. **NOTED**
- c) **68 Woodside Avenue** – Proposed erection of single storey extension. **NOTED**
- d) **Enforcement cases still extant.**
- e) **Tree works at school.** Cllr Howard has noted that the application has been approved despite a date for comment of 1st August. Cllr Porter indicated that the planning team are really stretched at the moment. The application number shown on the planning portal is for a completely different application at Uphill. Cllr Porter will seek clarification. **ACTION – Cllr Porter.**

b) Cllr Mrs Harris. (Apologies No report received)

1. Woodside.

2. Dabaso Twinning.

- a) Cllr Mrs. Dunkley awaiting dates for meetings and quiz night.

3. Social Media.

- a) Cllr Groom reported that a second Twitter account has now been set up and he needs to check with Steve de Bruin and look to getting the old one closed down.

4. Hutton School.

- a) The Clerk reported that the school had the Yr. 6 leavers show in the Village Hall.

c) Cllr Howard.

1. Scout Hut.

- a) Nothing further to add to report above in matters arising.
- b) Next meeting provisionally scheduled for Thu 08 Sep, 18.30hrs at the Scout Hut.
- c) Cllr Howard raised the question of a second councillor being on the SH committee since the departure of Mark Perry. Cllr Groom indicated that he is happy to be the 2nd member of the Council with Cllr Howard as the lead.
- d) Cllr Groom raised the question of the Scout Hut and ongoing maintenance. He was concerned that the roof had not been inspected as outlined as a requirement in the Insurance policy. Cllr Groom indicated that in the event of a major incident in the building that was caused by water ingress, a loss adjuster would look to an inspection report on the roof to ascertain cause. Furthermore, in the long term, funding for replacing the building should be considered. Cllr Groom felt that a public work loan would be the way forward. However, Cllr Porter felt that a Public Works Loan would not be viable as this would benefit a minor part of the community. The scouting and guiding groups come from a wide area outside the Parish. Cllr Groom felt that the building was not being utilised fully and would it not be viable to make the building more attractive to more groups outside the scouting and guiding association. The Clerk indicated that the building was being used for parties and meetings on a fairly regular basis. Concerns were raised around the long-term future of the building. Cllr Dutton stated that Cllr Howard would hold a meeting with the users in September to ascertain what they **need** from the building rather than what they **want**. A further PC extraordinary meeting may need to be held to discuss the future needs of the community for the building. Cllr Porter suggested that an architect would need to be employed to ascertain the costs of any major refurbishment or rebuild. **ACTION – Cllrs Howard and Groom to come back with the Scout Hut user's needs.**

d) Cllr Dutton –

1. Festival week update.

- a) Cllr Dutton reported that, following the resignation of Mark Perry as Show Secretary, Terry Porter has kindly stepped in to take on this responsibility. Project plan updated and everything is going ahead as planned. The Clerk reported that he and Sarah are looking at other options for the bar

supplies. Cllr Dutton asked for volunteers to help with marshalling and stewards especially with the car park and with generally helping stage the various events. Please offer support for the events. It was agreed that Councillors would sponsor a race for the race evening. Funding would be from individuals and not from Parish funds. **ACTION – Clerk to call for volunteers by email.**

2. Parish Plan meeting. See minute 6 (l) above.

e) Cllr Mrs. White.

1. Hutton Parish News.

- a) Cllr Dutton commented on the resignation of Mark Perry which now leaves us without an editor for Hutton Parish News once Cllr Mrs. White steps down from the role after the February 2023 edition. He asked Councillors to consider whether they would like to take on the role. Failing this, an advert would be placed in the next edition asking for a volunteer from the wider Parish Community to take on the role as editor for the magazine.

f) Cllr Perry. (Resigned)

1 Climate Change. See Matters arising above 6(n)

2 Hutton in Bloom update. The Clerk read report from Louise Beamish.

- a) Summer planting proceeding well and looking good.
b) Looking at replacing tree stump at the end of the village hall with stone flower bed. Lovel homes have offered £300 towards the cost of the project if it goes ahead, and suitable contractor found.
c) Sponsors tea being held in the Village Hall on Thursday August 11th. All councillors are invited.
d) Thanks were given to the Parish Council for their continued support.

g) Cllr Cole. Apologies.

h) Cllr Groom.

1. Open spaces and Recreation areas.

- a) **Elmhurst play area.** Phase one of the refurbishment has now been completed and looking really good. Thanks for hard work done by Handyperson Dave and Cllr Dutton along with Cllr Groom for help with removing old equipment. Fence was delayed but now fitted and looking really good. However waiting for a gate to be put in place which should take place this week. Cllr Groom will chase up Lovel to ascertain when it will be completed. **ACTION – Cllr Groom.** Handyperson Dave will then take action to close some of the gaps in the hedgerow to stop people climbing the fence and cutting through into the park. Yr 1 teacher given 4 designs for play panels. Awaiting choice to be paid for from £460 raised by the school. Panel can be fitted by our handyperson when it arrives, this would save a considerable amount of money. Cllr Groom asked if the Parish Council would consider match funding for a second panel, which costs in the region of £300 to £400. It was agreed to match fund for a second panel. Order will go in September. Good news in as much as the Parish Council has been successful in a bid for further funding from North Somerset Council amounting to £20,000 to commence phase 2 of the refurbishment. This will entail a set of junior swings along with an accessible swing seat and an accessible roundabout to replace the current one. NSC have asked for 3 updated quotes from contractors, which have now been received. These will be passed on to NSC along with an agreement outlining the conditions of the funding. These are required by 19th August. Orders placed for equipment by the end of October and work complete by the end of March 2023. **ACTION – Cllr Groom.** It was accepted that the Parish Council may have to top up the £20,000 to meet the quotes. However, there was room in the quotes for negotiation which would bring the total NET cost nearer to the amount received in the grant. It was agreed to allow Cllrs Groom and the Chairman to make the final decision on which quote to go for. **ACTION – Cllrs Dutton and Groom.**

- b) **Des Phippen Park.** Some of the trees in the orchard will need replacing. This will be assessed after the growing and fruiting season has finished. The Pond will need to be cleared out toward the end of the growing season. New pallets have been sourced to go on the island.

- c) **Springwood.** Nothing much to report. Older children now using the adventure park during the school holiday period. A few jobs need doing over there, but these are not priority at the moment.

- d) **Millennium Green tree plaque** – Tree and plaque now in place.

2. Quarry site ownership and suggestions for improvement – See matters arising 6 (h) above.

The Chairman offered a vote of thanks to Cllr Groom for all of the work he has done to progress the refurbishment at Elmhurst Play Area. This has involved a lot of patience in dealing with contractors to get the work complete and the first phase completed. It was agreed that the final result is a tangible

indication of the work that has gone on to ensure that Parishioners concerns, voiced in the survey, have been listened to and action taken by the elected representatives.

i) Cllr Mrs Dunkley

1. Elborough. Meeting held with Mr Tovey with regard to provision of a footway. Cllr Mrs. Cuthbert will give a brief on the meeting in her report. Nothing more to report.

j) Cllr Mrs. Cuthbert.

1. Public Rights of way.

- a) The PROW which goes from towards Ludwell Farm has been diverted. However, North Somerset has not challenged this, and the landowner will not be submitting a request for diversion due to costs. The footpath is a safer route for pedestrians and the landowner will leave it as it is.
- b) The landowner of the footpath which goes from Upper Church Lane has been asked by NSC for permission to change the stiles to gates. However the landowner has refused this request. Cllr Groom indicated that central government is considering funding to landowners to make public rights of way more accessible, including disability. However the funding was for 10 years only, and landowners would have to take financial responsibility after that period has finished. Many landowners are reluctant to do this.
- c) A meeting was held with Mr Tovey regarding a footway from Elborough village, across private land, to link up with the Public Right of Way from Banwell Road to the Bury and then on into Hutton along the public right of way. It was agreed that the Clerk would let Cllr Mrs. Cuthbert know contact details of the private landowner. **ACTION – Clerk to pass details.** Cllr Mrs Cuthbert will then write to the landowner with a request for rights of way across his land. **ACTION – Cllr Mrs. Cuthbert.**

k) Clerk to Parish Council.

1. Handyperson/Orderly update.

All of the staff have been busy maintaining the appearance of the Parish. The new handyperson, John, has cut the grass in the layby on Oldmixon Road. This land is the responsibility of the District Council, but they very rarely cut back the area, and the grass is now hiding the bins and flower displays. This was reported to the District Council last week, but no work had been carried out by today. John has completed the work. Trees and bushes will be cut back at St Mary's field in preparation for the festival week.

2. Churchyard Orderly.

- a) Grass cutting and tidying up continuing in the Churchyard. Maria has been off for a week with Covid, but all good now and she is back to work. A request from the Church, in the next copy of the magazine, will ask for volunteers to help with a clear up around some of the graves in the churchyard which are not being attended to. Two dates have been identified in August and September to carry out this work. Refreshments will be provided.

3. Village Hall. This time of year, bookings are very quiet although the drama club and Hutton School have been able to utilise the building for their performances which has provided good funding during the quiet period. A few lights have been replaced throughout the building. The bar is now closed completely. Hiring groups wishing to sell alcohol will need to apply for a temporary event notice. Nothing further to report.

4. Community SpeedWatch. No report received. The team or the Avon and Somerset Police Speed Enforcement Unit may attend the Taste of Somerset Event.

11) CORRESPONDENCE. Nothing to report.

- a) Road Closure notice for The Bury extended by one day.
- b) Road closure currently in effect for Church Lane for two days.
- c) Operation London Bridge. Instructions received and copied to all Councillors. Discussions followed regarding the event if it happens in the near future.

12) ANY OTHER BUSINESS

- a) Cllr Groom was approached by a resident with regard to increasing numbers of HGVs coming through the centre of the village. Councillor Porter commented on the poor signage at the junction of Oldmixon Road and Broadway which indicated that the bridge on Winterstoke Road was not suitable for large vehicles. Subsequently, rather than use the cross-airfield road, vehicles are coming through the village. This was also evident with vehicles coming in the other direction from Elborough village. Cllr Porter indicated that some of the vehicles are from foreign companies and the District Council have difficulties fining these companies for ignoring signage.

Cllr Porter suggested that photographs could be of use to the Police in prosecuting firms ignoring the signs. Cllr Porter also indicated that he will talk to Highways with regard to signage.

- b) Cllr Dutton reported on the provision of a maple tree that has been donated to the Parish and now planted in St Mary's Field.

There being no further business, the meeting was closed at 9.34 p.m.

The next meeting of the Parish Council will be held on Monday 5th September 2023.