



Hutton Parish Council

Incorporating Elborough Village, Woodside and Foxglove Meadows

Bruce Poole BA (Hons) FSLCC MMC

Locum Parish Clerk

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MINUTES

Minutes of a Meeting of Hutton Parish Council held in the Legion Room Hutton Village Hall commencing at 7.00 p.m. on Monday 22nd May when the following business was transacted.

23.1 To elect a Chairman.

Councillor Mr. Peter Dutton was so elected

23.2 To receive a Declaration of Office from the Chairman.

The Declaration of Office was duly undertaken and signed.

23.3 To receive and accept any Apologies for Absence.

Cllrs. Dunkley & Porter

23.4 Declarations of interest regarding any item on the agenda in accordance with the Council's Code of Conduct.

None

23.5 To elect a Vice Chairman

Councillor Mr. Ben Groom was so elected

23.6 To elect the following Sub Committees

(a) Hearing Committee

(b) Appeals Committee

It was readily accepted that the two committees should be in place whereby it was agreed to defer until more people were co-opted as councillors.

23.7 To appoint representatives to the Parish Council's Outside Bodies

M Cuthbert – Village Hall

B Groom - Scout Hall Users Group

M Dunkley - Dabaso

23.8 To appoint members responsible for Parish Assets & Associations

To be revisited at a later date

23.9 To approve the Minutes of the Parish Council Meeting held on Monday 3rd April 2023

Resolved to take as read the recently circulated **Minutes of the Parish Council Meeting held on Monday 3rd April 2023** approved as being a correct record and signed as such by the Chairman

23.10 Matters for information purposes only.

The Clerk explained going forward that he would produce an action list indicating the "state of play" of previously discussed matters.

23.11 Chairman's announcements

See under reports

23.12 Planning

To note new Planning Applications and decisions on past considered applications

23/P/0244/LDE

Certificate of lawfulness for the completed construction of a single storey rear extension to the existing dwelling to form a new living/dining kitchen area (retrospective) – 109 Oldmixon Road Hutton BS24 9QA

It was reported that the following listed application prior approval was not required. 10/05/23
23/P/0692/HHPA

Prior approval request for the erection of a single storey rear extension with flat roof that would (1) extend beyond the rear wall of the original house by 3.30 metres and (2) have eaves that are 2.90 metres high

23.13 Resolutions

1. To receive a Financial Statement (unaudited) for the year ending 31st March 2023

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

(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

Resolved to defer a-d to the June Meeting when it is expected that the Internal Audit Report will be available

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

It was accepted that there were a number already in place and that further research will produce more of those required by a Parish Council such as Hutton

3. To review the Parish Council's Banking arrangements

Resolved that formally it should be any two councillors from the total Councillors appointed plus the Parish Clerk for administration purposes.

It was recognized that NatWest online banking system only allowed one signature and in order to comply with local council regulations all invoices due for payment should be signed by two councillors.

4. To review the Parish Council's Asset Register

5. To review the Parish Council's Insurance Policy

Agreed that two subject matters went in concert with one another and as a result needed further investigation as to whether or not they were fit for purpose.

6. To confirm that Mr. Bruce Poole continues to act as the Locum Parish Clerk

Confirmed up until a handover to a permanent Parish Clerk is appointed

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

Re-affirmed

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 Locum Parish Clerk.

Agreed to source a copy and review

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

Appointment confirmed

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

Resolved such a delegation

11. To note that the Village Handyman/Orderly agreed hourly rates from the 1st of April 2023 are now being paid.

Noted

12. To negotiate with the Village Hall Management Committee a revised rental structure for the use of the Parish Office.

Agreed that a working party of MC & PD should meet and discuss

13. To agree a date with the Village Hall Management Committee when the storage/rubbish will be removed from its premises.

Date to be agreed

14. To discuss the appointment of a new Parish Clerk.

Agreed that the Locum Clerk would source a Person Specification and a Job Specification.

23.14 Financial

Approval of the Schedule of Accounts for February/March 2023.

Noted that future agendas will reflect all received invoices for payment.

23.15 Reports

- a) Community Policing team.
- b) District Councillors.
Nil reports
- c) Parish Councillors
 - (i) Cllr. Cuthbert
Reported that with the co-operation of the NS Access Officer agreement had been reached with the three landowners that Church Lane/Oldmixon Pathway would be and a new metal kissing gate installed.
Lots of fundraising events have taken place including a clear profit of £1,000 from Coronation Celebrations. The Management Committee are facing challenges with the Roof and Floor. Currently applying for a Licence and the tarmacking of the trench is due to take place in the next few days.
 - (ii) Cllr. Groom
Until the financial outcome of 2022/23 is known nothing tangible to progress. Repairs are awaited in respect to the Spring Rocker and the Activity Boards need erecting.
The Scout Hut report has been received with an estimate for full replacement £500,000/£600,000.
 - (iii) Cllr. Dutton
All fire alarms have now been fully tested. A chase up will be sent to NS regarding the 20-mph scheme. Discussion then ensued around the question who would be running the Bar during Festival Week.
- d) Clerk
The Locum Clerk gave a brief resume what was now in place in regard to the 2020/23 Annual Accounts – the Internal Audit – office records and payment of invoices.

23.16 Correspondence

1. North Somerset Planning Applications
2. HM Revenue & Customs
PAYE & NI reminder
3. EDF Energy
4. British Gas
Full details of the outstanding commitment were provided to the members.

23.17 Date time and place for next meeting – Parish Council Meeting Monday 5th June 2023 Annual Parish Meeting – Tuesday 27th June 2023