

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

Held at 7.00 p.m. on Monday 10<sup>th</sup> May 2022 – Hutton Village Hall

**PRESENT:** Cllrs Dutton, Cole, Howard, Mrs. Dunkley, Cllrs Groom and Porter joined later in the meeting.

**IN ATTENDANCE:** The Clerk. Mrs. Michaela Heath (Hutton in Bloom) joined later in the meeting.

---

- 1) **APOLOGIES FOR ABSENCE.** Cllrs Mrs. White, Mrs. Harris, Vanessa Andrews (NSC), Cllr Solomon (NSC)
- 2) **Declarations of Interests.** Nil.
- 3) **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD Mon 4<sup>th</sup> April 2022.**  
It was **PROPOSED** by Cllr. Cole and **SECONDED** by Cllr Mrs. Dunkley that the minutes of the meeting held on **Monday 4<sup>th</sup> April 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) **To appoint a Chairman of the Parish Council.**
  - a) Cllr Mrs. Dunkley **PROPOSED** that Cllr Peter Dutton should be appointed as Chairman of the Parish Council for the coming year, the proposal was **SECONDED** by Cllr Perry and **RESOLVED UNANIMOUSLY**. Cllr Dutton signed the declaration of acceptance of office.
- 5) **To appoint a Vice Chair of the Parish Council.**
  - a) Cllr Dutton **PROPOSED** that Cllr Mrs. Amy Harris should be appointed as Vice Chair of the Parish Council for the coming year. The proposal was **SECONDED** by Cllr Perry and **RESOLVED UNANIMOUSLY**.
- 6) **Chairman opening address.**
  - a) The Chairman gave a warm welcome to all present and thanked Councillors for voting him in as Chairman for the coming year.
- 7) **To appoint Officers and Representatives to the Parish Council. The following appointments were made for the coming year.**
  - a) **Handyperson/Village Orderlies/Churchyard Orderly liaison – Clerk**
  - b) **Editor/ Assistant Editor for Hutton News.**  
Cllr Dutton stated that Cllr Mrs. White was happy to continue for the next few editions. However, she has indicated that she intends to stand-down from the Parish Council next year. Cllr Perry indicated that he would assist Cllr Mrs. White and then take over the editor's role for the April 2023 issue. Cllr Mrs. White's last edition as editor will be the April 2023 issue.
  - c) **Village Hall representative – Clerk**
  - d) **Hutton Twinning Association – Cllr Mrs. Harris** would continue in the role with Cllr Mrs. Dunkley appointed as the 2<sup>nd</sup> Parish Council representative.
  - e) **Recreation Areas, Open Spaces and Public Rights of Way – Cllr Groom**
  - f) **Allotments Committee – Clerk**
  - g) **Community Policing liaison – Clerk plus Councillors for any major issues.**
  - h) **Hutton Primary School – Cllr Mrs. Harris**
  - i) **Climate Change – Cllr Perry**
  - j) **Community Speed Watch – Clerk to liaise with team leader.**
  - k) **Parochial Church Council –** After discussion it was agreed that the Clerk will discuss the requirement to have a Parish Council member on the PCC with Mrs. Jane Barry and Mr. Dave Bradley. **ACTION – Clerk.**
  - l) **Social Media – Cllr Mrs. Harris**
  - m) **Elborough village – Cllr Mrs. Dunkley**
  - n) **Woodside estate – Cllr Mrs. Harris**
  - o) **Scout Hut – Cllr Howard**
- 8) **Appointment of Committees.**
  - a) **Finance – All Councillors.**
  - b) **Scout Hut – Cllrs Howard, Groom, and user group representatives.**
- 9) **OPEN MEETING FOR PUBLIC PARTICIPATION.** Awaiting arrival of Mrs. Heath.

## 10) MATTERS ARISING FROM MEETING OF Monday 4<sup>th</sup> April 2022.

- a) **Planning decisions to NSC** –The Clerk has sent report to NSC. **COMPLETE**
- b) **Councillor responsibilities** – See Minute 7 above. **COMPLETE**
- c) **Request for extension to double yellow lines.** Cllr Porter stated that he would chase up start dates for any scheduled work. **ACTION – Cllr Porter CONTINUES.**
- d) **Changes to speed limit.** Cllr Porter will also follow up dates for speed survey to be carried out prior to work commencing. **ACTION – Cllr Porter**
- e) **Contact details for Hutton Ladies to Cllr Cole** – The Clerk reported that this had been done. **COMPLETE.**
- f) **Jubilee medals and flags** – The Clerk reported that these had been ordered. 300 medals and 5 flags. **COMPLETE.**
- g) **July meeting date change** – The Clerk has emailed and scheduled July meeting to Monday 25<sup>th</sup> July. **COMPLETE**
- h) **Tree damage report details to Cllr Porter.** The Clerk has sent the relevant details. **COMPLETE**
- i) **Co-option notice to be re-issued.** The Clerk re-issued the notice with a closing date of 27<sup>th</sup> May for applications – **COMPLETE.**
- j) **Parish Plan meeting.** Cllr Dutton will arrange meeting for later this month. **ACTION – Cllr Dutton**
- k) **Order Oak tree for Jubilee** – The Clerk has ordered the tree, which will be delivered by the end of the week. Cllr Porter kindly offered to accept the delivery. **COMPLETE**
- l) **Planting of Oak tree** – Cllrs Groom and Perry will arrange for planting in the Des Phippen Park. **ACTION – Cllrs Groom and Perry.**
- m) **Hutton Festival Week meeting.** Cllr Dutton will arrange a date for later this month in conjunction with the Horticultural Society. **ACTION – Cllr Dutton.**
- n) **Pay deposit for marquee** – The Clerk has paid Archers Marquees the deposit. **COMPLETE.**
- o) **Twitter Feed on social media.** Cllr Groom reported that this had been done. **COMPLETE.**
- p) **Risk Assessment for Jubilee events** – Cllr Dutton will produce a Risk Assessment similar to the one used for annual festival week. **ACTION – Cllr Dutton.**
- q) **Jubilee events article for Hutton News** – Cllr Cole sent report to the editor which appeared in the April edition of Hutton News. **COMPLETE.**
- r) **Bouncy Castle for Jubilee event.** The Clerk clarified if a bouncy castle would be required for the Jubilee event. Enquiries will be made with local firms to ascertain availability and staffing of an appropriate piece of equipment. **ACTION – Clerk.**
- s) **Letter of thanks to Thatchers cider group for donation of trees.** Cllr Groom has written to Thatchers Cider giving thanks. **COMPLETE**
- t) **Article for Mendip Times.** Cllr Groom will send an article regarding the donation of trees to the editor of the Mendip Times with photographs. **ACTION – Cllr Groom.**
- u) **Contact Kompan with confirmation of order for equipment replacement at Elmhurst Play Area.** The Clerk reported that this has been done. **COMPLETE.**
- v) **Plaque for Church gates.** The Clerk reported that the order has been placed and the plaque has been made and collected. A parishioner has sponsored the plaque which has been paid for. **COMPLETE.**
- w) **Annual Parish Meeting invites.** All invites sent to appropriate groups. **COMPLETE**
- x) **Email and MS Office subscription for Cllr Mrs. Dunkley.** Both completed and Cllr Mrs. Dunkley now has a Parish Council email address. **COMPLETE**
- y) **Notice regarding recycling and green waste collection.** The Clerk has published the NSC notices on the website. **COMPLETE**
- z) **Clerk contact contractors for Elmhurst.** See (u) above. **COMPLETE**
- aa) **Grass cutting for Jubilee events.** The Clerk has requested the grass cutting a week before the event is due to take place. This has been acknowledged by the contractor. **COMPLETE.**
- bb) **Scout Hut questionnaire and meeting.** Cllr Howard reported that a meeting is being held with the Scout Hut users group on 12<sup>th</sup> May 2022. Report back at next meeting. **ACTION – Cllr Howard.**
- cc) **Match funding request to NSC.** Cllr Groom has almost completed the application and is awaiting written testimonials prior to submission. **ACTION – Cllr Groom.**

## 11) FINANCE

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

- b) **Disposal of old pitch roller.** The Clerk reported that the old pitch roller has been disposed of and £400 scrap value received.
- c) **Annual external audit of accounts.** The accounts will be submitted to the external auditors by the end of June. Internal audit will be carried out by Mr. Norman Poole during May and the Accounting and Annual Governance statements presented to the Council for approval at the June Parish Council Meeting.

**ACTION – Clerk**

**12) REPORT OF DISTRICT COUNCIL. Councillor Terry Porter.**

- a) The current leader of North Somerset Council has stepped down from the role. A replacement leader will be appointed this week.
- b) Glendale will be continuing with their contract for environmental services to the district.

**13) REPORT OF COMMUNITY POLICING TEAM.** Report received and passed to all Councillors. The report for the month indicated: Calls Received: - 17 with the following breakdown: Abandoned 999- 3, Anti-social behaviour -1, Assault – 1, Concern for welfare – 1 Animal related – 1, Suspicious activity 2, Burglary – 1, Other- 8

**14) REPORT OF PARISH COUNCILLORS AND THE CLERK**

**a) Cllr Porter.**

**1. Planning Issues.**

- a. 1 Orchard Road – prior approval request for erection of single storey rear extension with flat roof. **NOTED.**
- b. 28 Eastfield Rd – Tree works. **NOTED.**
- c. Notification of intended changes to application for 16 dwellings at Foxglove Meadows. **NOTED.**

**b) Cllr Howard. Apologies.**

**1. Scout Hut.**

- a. User group meeting being held in the building on 12<sup>th</sup> May at 6.30 p.m. Report at next meeting. **ACTION – Cllr Howard.**
- b. The Clerk reported on the issue of heating being left on following group meetings. The thermostat is not being utilised as instructed and in accordance with notices put up around the building. This could prove to be costly in energy consumption costs. It was **AGREED** that the Clerk would discuss any additional measures that can be taken including the provision of a programmable electronic thermostat. **ACTION – Clerk to discuss with plumbing contractor.**

**c) Cllr Dutton –**

- 1. Parish Plan meeting.** Parish Plan meeting date to be arranged. **ACTION – Cllr Dutton.**
- 2. Hutton Festival week update.** A meeting to be planned in the next few weeks to start planning for the events in conjunction with the Horticultural Society and volunteers. Cllr Mrs. Dunkley agreed to join the organising group. **ACTION – Cllr Dutton.**
- 3. Table damage.** Cllr Dutton reported on damage being done to the recycled plastic picnic tables. A sign has been agreed to go on the tables. Clerk to order 4 small and 2 large signs to be put in place. A question was raised about the provision of Barbecue stands to allow people to put portable, disposable barbecues on without causing damage to benches. It was suggested that manufacturing them from scrap metal poles from old play equipment could be an option. The Clerk will discuss with the handy person. **ACTION – Clerk**

**d) Cllr Mrs. White. Apologies**

**1. Hutton Parish News.**

- a. Nothing to report.

**e) Cllr Mrs Harris. (Apologies – Clerk read report)**

**1. Woodside –**

- a. Several reports from residents regarding development at Foxglove Meadow – early start times, deliveries outside agreed times and dust issues. Cllr Porter reported that Gwen Lloyd has visited the site after complaints were lodged with NSC. She did witness early arrival times and dust being created by vehicles. The site manager has once again been advised of complaints and has spoken to contractors.

**2. Elborough.**

- a. Cllr Groom will update on requests for a play area at Elborough in his report below.
- b. Two bins need replacing or repair at the public open space (yellow gated area off Cedern Avenue). The Clerk is aware of these and will ask the handyman to investigate. **ACTION – Clerk**

- c. Cllr Mrs. Harris commented that this will be her last report on Elborough as this reporting responsibility will be led by Cllr Mrs. Dunkley in the future.
- 3. Dabaso Twinning.**
- a. Nothing to report. Next meeting on 17<sup>th</sup> May.
- 4. Social Media.**
- a. Quite a few businesses are asking to advertise on Facebook. Not all being accepted as this could hide important notices. It was suggested that a notice should be put on FB stating the purpose of the page is to inform residents of important notices and events and not to be used as an advertising medium. Local businesses can advertise their services by advertising subscription to Hutton News or free on the Parish Council website. Cllr Mrs. Harris will put a statement on social media outlining the purpose of the Hutton PC Facebook page. **ACTION – Cllr Mrs. Harris.**
- 5. Hutton School.**
- a. Yr. 6 pupils are sitting SATS this week, good luck to all of the pupils.
- b. Lovell have been very proactive and helped the school by removing the broken stage, mini stage and fort from the outside areas.
- f) Cllr Perry.**
- 1. Climate Change.**
- a. An online forum to discuss climate change and how Parish Councils can take the issue forward has been arranged by the North Avon Local Councils Association. The cost to attend was £50. Cllr Perry would like to take the opportunity to attend the course. **It was PROPOSED by Cllr Dutton and SECONDED by Cllr Perry to approve funding for the course. RESOLVED unanimously. ACTION – Clerk to book a place on the course for Cllr Perry.**
- 2. Hutton in Bloom update.**
- a. Michaela Heath has taken over the lead for the Hutton in Bloom team and will send reports to the Parish Council for future meetings.
- 3. Parish Council vehicle long term funding.**
- a. The vehicle is now registered to Hutton Parish Council as a commercial vehicle and as such is taxed and insured and in date for its' MOT. Cllr Perry commented that, as the vehicle is mainly used by the Hutton in Bloom team, they would pay a contribution towards the cost of insurance up to the amount paid previously. The Hutton in Bloom budget will also pay for any Tax, MOT, servicing and fuel for the vehicle.
- b. The manager at the Old Inn, where the vehicle is parked, has asked for the details of people to contact if there are any problems with the vehicle when it is parked on site. It was agreed to give contact details. **ACTION – Clerk**
- g) Cllr Cole.**
- 1. Platinum Jubilee events**
- a. Cllr Cole gave a briefing on the events planned to celebrate the Platinum Jubilee of HM Queen Elizabeth II. Thanks were given to the Clerk for all of the work done so far to prepare for the event.
- h) Cllr Groom.**
- 1. Open spaces and Recreation areas.**
- a. **Des Phippen Park.** New trees are now in bud. Nothing further to report.
- b. **Springwood.** Tree work requested has been carried out. However the wrong tree was cut back. The Clerk will contact the contractor to return and complete the job as requested. **ACTION – Clerk**
- c. **Elmhurst play area.** A meeting has been held with Kompan, the contractors fitting the new equipment. It was agreed that fencing would be placed around the whole play area to shut it off from 24<sup>th</sup> June. Contractors will commence work on the 25<sup>th</sup> June. The fence at the rear will be put in place by Lovell in the near future. Work to cut back the hedges and verge that have started to grow back needs to be carried out. The Clerk will contact the handyman to carry out this work. **ACTION – Clerk.**
- The concrete raised drain cover needs to be investigated as this could prove to be a trip hazard to children using the play area. Cllr Groom will contact Wessex Water to ascertain the status of the drain and discuss any improvements that can be made to make safe. **ACTION – Cllr Groom.**
- d. **Millennium Green tree plaque –** Confusion has arisen over the plaque and who provides and funds the plaque. Cllr Groom will contact the person concerned. **ACTION – Cllr Groom.**

- e. **Quarry site ownership and suggestions for improvement** – Cllr Groom reported that the scout and cubs' group might like to take on a project to use the area by the old quarry at the bottom of the Village Green site. Ownership of the site is the Parish Council's, and it was agreed that the area would need some clearance of vegetation before proceeding any further. The Clerk will discuss with the handyperson. **ACTION – Clerk**

**2. Public right of Way.** Nothing to report

i) **Cllr Mrs Dunkley** – Nothing to report.

j) **Michaela Heath.**

At this point of the meeting it was Proposed that the meeting go into open session. Agreed unanimously.

- i. Mrs Michaela Heath reported that a new group were being formed representing 4/5-years old children. The group is part of the guiding and scouting organisation and will be called the 1<sup>st</sup> Locking and Hutton Squirrels group. Funding for the new section was down to the group themselves and it was requested that the Parish Council give consideration to making a donation to get the group up and running. The group would be self-funding once established. However, equipment would need to be purchased to start the group up. An invite was sent to the Chairman of the Parish Council along with the Town Mayor to attend the inauguration of the new group. Unfortunately the Chairman cannot attend on the date given. Cllr Howard would attend in his place.
- ii. The Hutton in Bloom team have been busy refilling barrels with new compost. None of the barrels need replacing. Planting out will take place later on in May. All of the floral display sites have members of the team taking responsibility for planting out. The watering roster is complete with the exception of Monday watering. It is intended to change the bank account details in the near future. A sponsor's tea will be held on 28<sup>th</sup> July. The team will have a Christmas get together in December. A monthly report on activities will be delivered to the Parish Council in person or via email to the Clerk.

Nothing further to report. It was **RESOLVED** that the meeting went back into closed session.

It was **PROPOSED** by Cllr Perry that a donation of £250 be made to the new Squirrels group.

This was **SECONDED** by Cllr Mrs. Dunkley and **RESOLVED by a majority decision.**

**ACTION – Clerk**

k) **Clerk to Parish Council.**

**1. Handyperson/Orderly update.**

- a. Two applications have been received for the vacant position as handyperson. Interviews will be held on 30<sup>th</sup> May.
- b. The replacement gates for the church are progressing well and will be in place ready for the dedication ceremony on 5<sup>th</sup> June.

**2. Churchyard Orderly.**

- a. The Churchyard Orderly has been asked to cut grass prior to the service of dedication for the new gates.

**3. Village Hall.**

- a. Nothing to report.

**4. Community SpeedWatch.**

- a. No report received.

**5. NSC consultation on preferred options scheme.**

- a. The Clerk reported that a response has been sent to the consultation. This was compiled by Cllrs Dutton and Porter along with the Clerk.

**6. Co-option to the Parish Council applications**

- a. Two applications received so far. Deadline for applications is 27<sup>th</sup> May. Interview panel representing the Parish Council will consist of Cllr Dutton, Cllr Mrs. Harris and Cllr Mrs. Dunkley along with the Clerk. **ACTION – Clerk, Cllr Dutton.**

**15) CORRESPONDENCE.**

**a) NSC potential development sites consultation.**

- A short report was sent from Jenny Ford who was unable to attend. Jenny will attend the meeting in June to explain the potential development site at Grange Farm.

**b) Town and Parish Planning workshop 19<sup>th</sup> May.**

- Invitation sent to all Councillors for response. **ACTION – All councillors**

**c) Letter of response to resident concerning damage to wall.**

- Letter sent to respondent explaining the Parish Council's position and plans for survey of damage. **COMPLETE**
- d) **Letter from Michaela Heath regarding new Squirrels group.**
- See minute 14 (j) above
- e) **Invite to inauguration of new Squirrels group.**
- See minute 14 (j) above
- f) **Tree works.**
- See minute 14 (h) – sub para 1 (b) above
- g) **Tree at Millennium Green in memory.**
- See minute 14(h) sub para 1 (d) above
- h) **Email from resident regarding footpath and recreation area permission and funding.**
- Councillor Groom meeting with resident to discuss Parish Council's position and possible funding opportunities. **ACTION – Cllr Groom.**
- i) **Speed indication devices.**
- The Clerk had forwarded communication from commercial company offering various levels of provision and service of devices. It was agreed that no further action would be taken.
- 16) **ANY OTHER BUSINESS**
- Cllr Cole raised the issue of overgrown vegetation on the footpath from Weston Way to Eastfield Road. The Clerk will task the handyman to cut back. **ACTION – Clerk**
- There being no further business, the meeting was closed at 9.28 p.m.**

**The next meeting of the Parish Council will be held on Monday 6<sup>th</sup> June 2022.**