



## **Hutton Parish Council**

**\Incorporating Elborough Village, Woodside and Foxglove Meadows**

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

**Parish Clerk**

**Parish Office Hutton Village Hall 60 Church Lane Hutton Somerset BS24 9SN**

**– Tuesdays 10.00 am – 3.30 pm**

**Other days = Monday to Thursday**

**10.00 am – 1.00 pm and 2.00 pm – 3.30 pm on**

**Telephone = 07887802922**

**Email [clerk@huttonsomerset.org.uk](mailto:clerk@huttonsomerset.org.uk) website [www.huttonsomerset.org.uk](http://www.huttonsomerset.org.uk)**

**To: Chairman P Dutton Cllrs. G Barry M Dunkley L Eddins B Groom K McCulloch a Sills & T Porter**  
**You are summoned to attend the Annual Meeting of Hutton Parish Council to be held in the Legion Room Hutton Village Hall at 7.00 p.m. on Wednesday 8<sup>th</sup> May 2024 to transact the following business.**

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions - Equal Opportunities (race, gender, sexual orientation, marital status, and any disability): Crime and Disorder: Health and Safety at Work and Human Rights. **Prior to the commencement of the meeting parishioners will have the opportunity to comment on individual agenda items provided prior notice has been given and the meeting approves.***

**Date: Wednesday 8<sup>th</sup> May 2024 Bruce Poole BA(Hons) FSLCC MMC –Parish Clerk to the Council**

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### **AGENDA**

- 24.1. To elect Parish Council Chairman**
- 24.2. To receive the Declaration of Office**
- 24.3 To elect a Vice Chairman**
- 24.4 Code of Conduct.**
- 24.5 To approve the Minutes of the Parish Council meeting held on Monday 8<sup>th</sup> April 2024.**
- 24.6 Matters for information purposes only. (Please refer to the attached list)**
- 24.7 Chairman's announcements**
- 24.8 Planning**
  - 1. To reconsider Planning Application 24/0142/OUT in light of discussions held subsequently to the previous submission to North Somerset**

23/P/1520/FUH	Proposed conversion of existing garage into a two-storey "Granny Annexe" including the creation of a dormer to the East elevation. Erection of a new detached garage at the North elevation. Bath House 54 Church Lane Hutton BS24 9SN	04/01/24
24/P/0503/FUH	Proposed erection of a single storey rear extension following demolition of the existing single storey lean-to extension	03/0/24
24/P/0142/OUT	Outline application with all matters reserved for subsequent approval except for access for the erection of 48 no dwellings public open space engineering works associated infrastructure and ancillary works – Land to East of Lynx Crescent Hutton Weston-super-Mare . It was observed that the actual site location was in Weston-super-Mare but the access will be off Woodside Road Hutton. The PC agreed in principal to object to the application on access grounds. access grounds, previous years of construction work suffered by the Woodside residents and loss of green space.  <b>Enforcement</b>	18/04/24
23/00235/COU	Car Repairs takin g place from residential property – 18 Vereland Road Hutton	19/08/23

## 24.9 Resolutions

1. To confirm the Contract Terms and sign the documentation for Mr Bruce Poole as the Parish Clerk.
2. To receive a Financial Statement (unaudited) for the year ending 31<sup>st</sup> March 2024  
)Unaudited
  - (a) To receive the Internal Auditor's Report and note its contents (If received)
  - (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
3. To review the Parish Council's Corporate Policies.
4. To review the Parish Council's Banking arrangements
5. To review the Parish Council's Asset Register
6. To review the Parish Council's Insurance Policy
7. To re-affirm acceptance of the Audit and Account Regulations 2015 as amended by the Accounts and Audit (Amendment) Regulations 2021.
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 Parish Clerk.
9. To confirm the appointment of Mr. Paul Russell as the Parish Council's Internal Auditor
10. To resolve that the Parish Council delegates the power to grant dispensations to the Parish Clerk.
11. To note that the Village Handyman/Orderly agreed hourly rates from the 1<sup>st</sup> of April 2024 have now been updated to comply with the Minimum Wage Regulations
12. Arrangements for the Village Festival 2024

## 24.10 Financial

( )	Hiscox Insurance	Monthly D/D	310.57
( )	Water2Business	Allotments D/D	46.50
( )	British Gas	Scout Hut	354.40
( )	Deposit Return	Scout Hut Letting - Saunders	50.00
( )	Rent	Allotment – 4 yrs. Old Mixon Site	400.00
( )	Deposit Return	Scout Hut Letting – Loud	50.00
( )	Birnbeck	Vehicle Insurance	2327.70
( )	Peac UK	Printer Lease D/D	246.00

**24.11 To note the following for information purposes only.**

**24.12 Correspondence**

**24.13 Date Time and Place for the next Meeting - Annual Parish Meeting Wednesday 15<sup>th</sup> May 2024 –  
Parish Council Meeting Monday 3<sup>rd</sup> June 2024**