



# Hutton Parish Council

\Incorporating Elborough Village, Woodside and Foxglove Meadows

Bruce Poole BA (Hons) FSLCC MMC

Locum Parish Clerk

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## PUBLIC PARTICIPATION

At the commencement of the meeting there were not any members of the public present however later in the meeting Mr John appeared and was granted leave by the Chairman to ask a question. He asked when were the posts going to be renewed to the Church Gates? He stated that they were promised when the remedial works to the gates was carried out. He also said it would appear that the East Gates are not now closing properly. The Chairman indicated that he was not aware of any such undertaking but suggested the Churchwardens on behalf of the PCC write accordingly to the Parish Council Clerk

## MINUTES

**Minutes of a Parish Council Meeting of Hutton Parish Council** that was held in **The British Legion Room Village Hall 60 Church Lane Hutton** and took place on **Monday 8<sup>th</sup> April** when the following business was transacted

**PRESENT** P Dutton Chairman supported by Councillors M Dunkley B Groom & T Porter.

**23.112. To receive and accept any Apologies for Absence.**

Cllrs Georgina Barry Lou Eddins Kenneth McCullouch and Andrew Sills

**23.113 Code of Conduct.**

None.

**23.114 To approve the Minutes of the Parish Council meeting held on Monday 4<sup>th</sup> March 2024**

**Resolved to approve as previously circulated the Minutes of a Meeting held on Monday 4<sup>th</sup> March 2024 agreed as being a correct record and signed as such by the Chair.**

**23.115 Matters for information purposes only.**

Members were requested to view the previously circulated list and report back to the Clerk with and required amendments

**23.116 Chairman’s announcements.**

He reported on the resignation of Mrs M Cuthbert as a Councillor and confirmed that he had written to thank her for hr past services to the Council

**23.117 Planning**

<i>23/P/1520/FUH</i>	<i>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</i>	<i>04/01/24</i>
<i>23/P/2654/FUH</i>	<i>Proposed erection of a single storey rear extension loft conversion with 2 no dormers to the front elevation and two dormers to the</i>	<i>Approved 12/03/24</i>

	<i>rear elevation and new front porch –<sup>1</sup> Southview Close Hutton BS24 9SW</i>	
<i>24/P/0503/FUH</i>	<i>Proposed erection of a single storey rear extension following demolition of the existing single storey lean-to extension - 5 Robin Drive Hutton BS24 9RY</i>	<i>03/01/24</i>
<i>24/P/0142/OUT</i>	<i>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.</i>	<i>18/04/24</i>
	<i>Enforcement</i>	
<i>23/00235/COU</i>	<i>Car Repairs takin g place from residential property – 18 Vereland Road Hutton</i>	<i>19/08/23</i>

### 23.118 Resolutions

- (1) **To confirm the appointment of Mr Bruce Poole as the Parish Clerk effective from the 4<sup>th</sup> March 2024 at 18 hours per week based on SCP 40 within the range in scale 37 to 41 as set out in the National Agreement (2023) on Salaries and Conditions of Service of Local Council Clerks in England and Wales.**

**Confirmed**

Chairman stated that he and Mr Poole were working on the final draft of the proposed Contract and would be presented to the Parish Council for approval at the May Council Meeting

- (2) **To consider North Somerset’s Parking Management and Bin Collection Consultations.**  
Members saw no reasons if Bin re-cycling was carried correctly why it shouldn’t revert to a three-week cycle. They had no comment to make with the proposed Parking Management.
- (3) **To review and confirm the 2024 Insurance Renewal Papers for the Village Truck in the sum of £2,302.70 or £2327.70**

**Agreed** on review to accept the renewal sum of £2,302.70.

**Agreed** to ascertain from Hutton Bloomers and Orderlies as to the use of the Truck so that the PC can then decide from their evidence as to what the Budget impact will be going forward

- (4) **To note. the resignation of Councillor Mrs Marion Cuthbert .**

**Noted**

- (5) **To note the receipt of the 2023-24 AGAR (Annual Governance and Review) Documents.**

**Noted.**

The Clerk raised a question relating to the huge disparity between the Asset value quoted in the 2022-23 AGAR (£352,400) and that now set down in the 2023-24 Draft Asset Register (878,033). Agreed that the latter would be re-circulated to all the members in order to see if that had any suggested amendments

- (6) To consider plans for the Parish Council's Annual Parish Meeting scheduled for Wednesday 15th May 2024.

Agreed that the Chairman and the Clerk would liaise over the required arrangements

### 23.119 Financial

To approve the following invoices for payment:

(1) Water2Business	Allotments – D/D	46.50	
(2) Hiscox	Monthly – D/D	310.57	
(3) Peac	Printer Lease – D/D	205.00	41.00
(4) BT	Telephone & Broadband -D/D	96.17	19.23
(5) Viking	Stationery	65.81	13.16
(6) Ionos	Website	1.00	.20
(7) BG	Scout Hut – Gas – D/D	368.54	18.42
(8) BG	Scout Hut – Elec – D/D	57.20	2.86
(9) Microsoft	IT Services	44.10	8.82
(10) HVH	Hall Hire – March	280.00	
(11) J Goodall & Sons	Hedge Cutting	368.00	73.60
(12) Bradfords	Timber	15.40	3.08
(13) GB Sports	Monthly Inspection – Mar	35.00	7.00
(14) PATA UK	Payroll Services	197.90	
(15) Handy Men	March	2184.38	
(16) Mr B Poole	Locum Clerk - Mar	2883.50	
(17) Cartridge People	Printer Cartridges	39.08	7.82
(18) Mrs D Lee	Tap Repairs – Allotments	50.93	10.20
(19) Mr B Poole	Hurley's – Stationery	27.56	6.88
(20) Microshade	Hosting Services	116.56	23.31

Approved

### 23.120 To note the following for information purposes only.

#### 1. Councillors

##### (a) Cllr Terry Porter

- (i) He stated that both he and District Cllr Mike Solomon were putting pressure on to North Somerset to commence the agreed 20 MPH additional works that was due to start in May 2024.
- (ii) He also said that he was currently discussing with North Somerset that they partially clear the road on Hutton Hill in order that single traffic Lights could be installed.

##### (b) Cllr. Ben Groom

- (i) Reported that he had received a quote for laying the concrete base at the Village Green circa £430.00 and was now discussing options with the family who may well undertake the proposed work themselves.
- (ii) It was noted that arrangements are to be made with the Scout Hut representatives to discuss options going forward
- (iii) Kompan have now been instructed to proceed with the proposed work at Elmhurst Green.

##### (c) Cllr. Peter Dutton

- (i) Agreed that action should be taken to return the photocopier as soon as it was possible to do so accepting that 3 months' notice needs to be given.
- (ii) Agreed that a quote should be obtained to tackle the overgrown tree in Springwood.
- (iii) Approaches has been re-made to the Chairman with regard to the memorial to the previous Clerk and how it should be recognised.
- (iv) Agreed that a festival Committee Meeting should be held as early as possible

- (v) Agreed that a volunteer group should be formed to deal with the pond and reeds in Phippen Park
- 2. Clerk
  - (i) Advised the meeting that he would be on holiday for seven days as from the 17<sup>th</sup> May.
  - (ii) There then followed a discussion on an Employment issue with particular reference to holiday pay. It was resolved that the Parish Clerk goes back and advise the orderlies and handyman accordingly.

**23.121 Correspondence**

- 1. PATA Payroll                      Statutory Holiday Entitlement 2024 and Minimum Wage
- 2. BDO                                      Note the receipt of the 2023-24 AGAR
- 3. North Somerset                      Planning Application

**23.122 Date time and place for next meeting – Annual Meeting of the Parish Council – Monday 8<sup>th</sup> May 2024 and the Annual Parish Meeting – Wednesday 15<sup>th</sup> May 2024**