



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

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To: Chairman P Dutton Cllrs. G Barry M Dunkley L Eddins J Hicks K McCulloch A Sills & T Porter

You are summoned to attend the Annual Meeting Meeting of Hutton Parish Council to be held in the Legion Room Hutton on Monday 12th May 2025 commencing at 7.00pm

*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: Tuesday 6th March 2025 Bruce Poole BA(Hons) FSLCC MMC – Clerk to the Council

AGENDA

- 25.1 To elect a Parish Council Chairman.**
- 25.2 To receive a Declaration of Office**
- 25.3 To elect a Parish Council Vice Chairman.**
- 25.4 Apologies**
- 25.5 Code of Conduct.**
- 25.6 To approve the Minutes of the Parish Council meeting held on Monday 7th April 2025**
- 25.6 To receive the Minutes of the Annual Parish Meeting held on Wednesday 9th April 2025 and to note any actions required to be undertaken.**
- 25.7 Chairman's Announcements**
- 25.8 Matters for Information purposes only**
- 25.9 Planning**

4	<i>T1 Robina – Remove dead wood and reduce low lateral branch over parking area by 1.5m – The Old Rectory 47 Church Lane Hutton</i>	22/4/25 APPROVED
25/P/803/FUH	<i>Proposed erection of a single storey rear extension with a tiled pitched roof - 86 Cedern Avenue Elborough BS24 8PD</i>	

25.10 Resolutions

1.To Co-opt a Parish Councillor

2.To receive the Financial Statement of the Audited Annual Accounts for the year ending 31st March 2025

(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
3. To review the Parish Council's Banking arrangements
 4. To review the Parish Council's Asset Register
 5. To review the Parish Council's Insurance Policy
 6. To re-affirm acceptance of the Audit and Account Regulations 2015 as amended by the Accounts and Audit (Amendment) Regulations 2021.
 7. To receive the Budget versus Spend for 2024-25
 8. To Receive Quarter 4 - Budget
 9. To note the receipt of the Precept 1st Half Payment from North Somerset Council - £83,758.00
 - 10 To resolve to increase the cost of the Parish Council's Allotment Plots from 16.50 to £25.00 (Villagers) and from £22.50 to £30.00 (Non-Villagers) effective from 31st December 2025
 11. To resolve to accept the quotation from Scribe to embrace their Allotment Package in the sum of £35.00 ex vat per calendar month
 12. To accept an amended Allotment Agreement effective from the 1st December 2025 for existing allotment holders and with an immediate effect for new allotment holders.
 13. To accept the wording of a future warning letter and the cancellation of an agreement letter.
 - 14 To resolve to accept the Bronze Package at £9.99 ex vat per calendar month from Hugo Fox to set up a revised a Dot.Gov Website and Dot.Gov Email addresses
 15. To note a suggestion that a bench be located at the end of Moor Lane

25.11 Financial

(1) North Somerset Council	Waste Bins	44.68	
(2) North Somerset	Waste Bins	85.97	
(3) Hiscox Insurance	Monthly D/D	293.75	
(4) Water2Business	Allotments D/D	46.00	
(5) Instant Print	Village Newsletter	677.32	
(6) Weston Garden Mach	Materials	111.30	22.26
(7) British Gas	Scout Hut – Gas	220.72	11.03
(8) ALCA	Subscription	785.10	
(9) Microshade	Hosted Services	120.38	24.08
(10) J K Gardening	Grass Cutting	275.95	
(11) Ward Tree Surgeon	Springwood	580.00	116.00
(12) ICO	Annual Data Fee	52.00	
(13) North Somerset Council	Bisdee Road Rent	500.00	
(14) British Gas	Scout Hut – Electricity	99.13	4.95
(15) Hutton Village hall	Hutton festival Room Hire	25.00	
(16) Ionos	Web Site	16.00	3.20
(17) Scout Hut	Cleaning	135.00	
	Materials	21.14	
(18) Handyman	Battery Charges	20.25	
	Travel	15.30	
(19) R J Eastman	New Fire Doors – Scout Hut	4150.00	
(20) HVH	Room Hire	90.00	
(22) HMRC	NI & PAYE	1034.44	
(21-27) Staff	Orderlies	1098.90	
	Handypersons	641.74	
	Churchyard	433.36	
	Dog Bins	409.20	
(28) Nat West	Bank Charges	23.10	

25.12 Working Groups

1. To receive Verbal Reports from the following:
 - (a) Festival
 - (b) Scout Hut
 - Scout Hut User Group Meeting
 - (c) Open Space

(d) Hutton in Bloom

(e) Communications

25.13 Correspondence

1. North Somerset Council – Town & Parish Digest
2. Microshade VSM Service
3. Vice Lord Lieutenant of Somerset – VE - Day Celebrations
4. North Somerset Council – Mobile Library
5. North Somerset Council – Road Traffic Regulation – Moor Lane
6. Mr S De Bruin – Change of access code on Scout Hut.
7. North Somerset Council – Bollard at Moor Lane
8. Allotments – Numerous Conversations and emails
9. North Somerset Council – 2025 CIL Report
10. Avon Police – Stats April 2025
11. North Somerset Council – Village Hall Waste Bin
12. St. Mary’s Hutton – Stay Connected – Mat 2025
13. Hutton Dabaso – Twinning

25.14 Matters for Report purposes only

1. Councillors
2. Parish Clerk

25.15 Date Place of the Next Parish Council Meeting – Monday 2nd June 2025 in the British Legion Room – commencing at 7.00pm