

## MINUTES OF THE PARISH COUNCIL MEETING

Held at 7.00 p.m. on Monday 5<sup>th</sup> December 2022 – Hutton Village Hall

**PRESENT:** Cllrs Dutton, Porter, Groom, Howard, Cllr Mrs. White, Cllr Mrs. Cuthbert,  
**IN ATTENDANCE:** The Clerk.

---

- 1) **APOLOGIES FOR ABSENCE.** Cllrs Mrs. Harris (joining later), Cllr Cole, Cllr Mrs. Dunkley Vanessa Settrington (NSC), Cllr Solomon (NSC)
- 2) **DECLARATIONS OF INTERESTS.** Cllr Mrs. White (Orderlies)
- 3) **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD on Monday 3<sup>rd</sup> October 2022.** It was **PROPOSED** by Cllr Mrs. Cuthbert and **SECONDED** by Cllr Howard that the minutes of the meeting held on **Monday 3<sup>rd</sup> October 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) **CHAIRMAN OPENING ADDRESS.**  
The Chairman gave a warm welcome to all present.
- 5) **OPEN MEETING FOR PUBLIC PARTICIPATION.** Nothing to report.
- 6) **MATTERS ARISING FROM MEETING OF Monday 3<sup>rd</sup> October 2022.**
  - a) **Planning decisions to NSC** – The Clerk has reported decision to NSC – **COMPLETE**.
  - b) **Request for extension to double yellow lines.** Cllr Porter reported that, after all of the time taken to get this through to the District Council, and waiting for a response, our requests for extensions to Moor Lane at the junction with Main Road and Vereland Road at the junction with Hutton Hill have been dismissed by *NSC as they do not consider there is a road safety issue in those areas*. It was agreed to cease pursuing this issue any further. **COMPLETE**.
  - c) **Speed reduction measures – public engagement.**  
The open meeting to consider the proposed speed reduction measures and the Parish Council's intention to challenge some of the proposals, was an extremely useful exercise in community engagement. North Somerset Council representatives left with a clear message from residents on areas that should be considered further to those already proposed. Those who attended the meeting were given the opportunity to note their comments for consideration. In addition to these comments, residents had also made representations via the online consultation, the results and numbers of people responding this way and from the public engagement event were considered to be extremely good and a credit to the Parish of Hutton. Over 100 people attended at the village hall producing 88 written comments, alongside 166 online comments. The report on the comments received will be forwarded to the Parish Council in due course. It is hoped that these comments will influence any further decisions on the speed reduction measures going forward. **CONTINUES**.
  - d) **Quarry site clean-up.** Clean up of the site has now been completed and the area is a lot more accessible. Cllr Groom will send pictures for inclusion in the Hutton Parish News. The Scouting group will be able to utilise the space better now that it is clear and will doing some fundraising for equipment to use in the area. It was agreed that now it is clear, regular maintenance by the handyman will help to avoid it getting overgrown again. The Clerk will discuss with the handyman. **ACTION – Cllr Groom and the Clerk**.
  - e) **Produce climate change page for website.** The Clerk and Cllr Dutton have now collated all of the information from the North Somerset Council "Climate Emergency" page and produced a Climate Change page on the Hutton Parish Council website. An article will also be placed in the next edition of Hutton Parish News. **COMPLETE**
  - f) **St Mary's field gate combination.** The Clerk will change the combination during the Christmas/New Year break period and inform all users when it has been done. **ACTION – Clerk**.
  - g) **Gate for rear of Elmhurst Play Area.** The handyman has now completed this task, utilising the gate that was placed there and adding to the height and installing a closure system. Thanks to be given to the handyman for completing the work. **ACTION – Clerk**.
  - h) **Final decision on preferred contractor for Elmhurst play area.** Cllr Groom will report on this later in the meeting. **COMPLETE**
  - i) **Heavy duty tracking for Scout Hut car parking area.** Awaiting response from FIRS group on

funding. **CONTINUES.**

- j) **Investigate consultant for long term planning for Scout Hut.** Cllr Groom reported that he has now got a contact name and will arrange to meet with the consultant later in December. Still awaiting further response from the football club. **CONTINUES.**
- k) **Replacement small marquee.** This item will be discussed in the New Year. Funding has been made available in the budget for next year. **CONTINUES.**
- l) **Springwood task list.** Not yet progressed. Cllr Groom will catch up with the Clerk in the new year to progress this further with the handyman. **ACTION – Cllr Groom.**
- m) **Parish Plan Update.** See Cllr Dutton report.
- n) **Condolence box for Parish Office.** The Clerk has now purchased the required items and they will be kept in a box in the PC office. **COMPLETE.**
- o) **Display boards for Elmhurst Play Area.** Not yet progressed. **ACTION – Cllr Groom.**
- p) **Survey of trees in Phippen Park.** Cllr Porter reported that John Wheatley will carry out a survey this week and produce a report on the state of trees and recommendations remedial action. **ACTION – Cllr Porter.**
- q) **Replacement tree for Village Green.** Cllr Groom will inform the Clerk of the required number of trees for the Village Green and other areas so that they can be ordered. **ACTION – Cllr Groom.**
- r) **Thanks to handyman for work on PROW.** The Clerk has passed on thanks to the handyman. **COMPLETE.**
- s) **Remembrance Parade road closure notice.** The Clerk reported that this has now been done. **COMPLETE.**
- t) **Letter to Mr. Chatburn.** The Clerk reported that this action is now complete. **COMPLETE.**

## 7) FINANCE

- a) **Approval of schedule of accounts for October and November 2022.** These had been previously circulated to all members of the council and made available at the meeting. **PROPOSED** by Cllr Mrs. Harris and **SECONDED** by Cllr Howard that the accounts be accepted. **RESOLVED UNANIMOUSLY. Copy signed.**
- b) **Finance Committee meeting report.** It was **AGREED** to **APPROVE** all recommendations from the Finance Committee meeting with the exception of the level of precept which will be finalised at the January meeting of the Parish Council. **PROPOSED to accept the recommendations by Cllr Mrs. Cuthbert, SECONDED by Cllr Mrs. White. RESOLVED UNANIMOUSLY.**

## 8) REPORT OF COMMUNITY POLICING TEAM.

- a) Report received. 7 calls recorded in previous month: 2 reports of harassment, 1 report of suspicious activity, 1 report of a road traffic collision, 1 report of assault, 1 report of criminal damage and 1 other non-specified incident.

## 9) REPORT OF DISTRICT COUNCIL. Councillor Terry Porter.

- a) The District Council's budget brief for the next financial year shows a £3.5m shortfall. No decision made yet on the level of Council Tax. However, this is likely to be the maximum amount allowed under government restrictions.
- b) The Castlewood site has been sold for redevelopment. Due to running costs the site will be relocated to Weston Town Hall in the near future.

## 10) REPORT OF PARISH COUNCILLORS AND THE CLERK

### a) Cllr Porter.

#### 1. Planning Issues.

- a) **22 Elborough Gardens.** Proposed erection of single storey side and rear extension. **NOTED.**

#### 2. Hutton in Bloom report.

- a) The team will continue to operate next year. The budget figures will be increased due to increased costs for compost and flowers. The increased prices have been budgeted for.
- b) Sponsorship money will go direct to the Hutton in Bloom bank account.
- c) Mature plants will be purchased for next year. The effort taken to bring on plug plants is very time consuming.
- d) The Parish Council will retain full responsibility for the vehicle used by the team as this is also utilised by the village handymen and orderlies.
- e) The polytunnel will be retained by the Hutton in Bloom team.

- f) Christmas tree donated by Hutton Garden Centre. The tree has been erected and residents have commented on how good it now looks.
  - g) Improvements to the area previously occupied by the Chestnut tree have now been dismissed as inappropriate and too costly. Lovel developers had offered a donation of £300 towards this. It was suggested that this could be looked at for improvements elsewhere.
- b) Cllr Mrs Harris.**
- 1. Woodside.**
    - a) Barrels at the entrance to Woodside Ave have been pushed over. The Hutton in Bloom team have put this right now.
  - 2. Dabaso Twinning.**
    - a) Wassail will take place on Saturday 21<sup>st</sup> January, starting at 15A Moorcroft Road then on to Walnut Barn for the remainder of the event. Tickets to go on sale soon and will be available from the Parish Council Office.
    - b) The wine tasting and cheese night at Bleadon Farm Shop was a great success and all tickets sold out.
  - 3. Social Media.**
    - a) Still getting requests to have adverts on the site. These have been rejected unless they are advertising local events.
  - 4. Hutton School.**
    - a) Years 1 and 2 and reception class are performing a nativity play. Today this was seen by members of the Friendship Circle and will be seen by parents over the next two days.
    - b) Carol Service being held next week at 6 p.m. on Monday.
    - c) The school closes for Christmas on 16<sup>th</sup> December and re-opens on 5<sup>th</sup> January 2023.
    - d) School Christmas fete held today. This is normally held at a weekend. However, due to lack of volunteers to hold a weekend event, it was decided to hold the event on a school day when people are available.
- c) Cllr Howard.**
- 1. Scout Hut.**
    - a) Nothing yet received from Hutton Football Club with regard to a plan and proposal for the use of St Mary's Field. Cllr Howard will follow up with the FC. **ACTION – Cllr Howard.**
    - b) A user group meeting is due to be held this month. Report at next meeting. **ACTION – Cllr Howard.**
    - c) The Clerk reported that a new programmable thermostat has now been installed at the Scout Hut. Thanks were extended to Chris Heath for installing this. This can now be programmed from the PC office and will greatly help with energy efficiency.
    - d) The handyman will progress work on the scout hut roof during the Christmas and New Year break.
    - e) The handyman will also progress work on the floor by the fire door in the main hall over the holiday period.
- d) Cllr Dutton –**
- 1. Parish Plan update.**
    - a) A draft copy of the report is now being progressed. **CONTINUES.**
- e) Cllr Mrs. White.**
- 1. Hutton Parish News.**
    - a) Following the advert for a replacement editor, only one volunteer came forward. The volunteer was informally interviewed by the current Editor, Chairman to the Parish Council and the Clerk. It was **AGREED** to take on Ella Baxter to replace Cllr Mrs. White as editor of the Hutton Parish News. The Clerk has signed the new editor up to the Microsoft Office account giving her access to all Office products. A subscription to Adobe Photoshop Elements will be made in her name to enable her to carry out the role going forward. Ella will co-edit the next edition of Hutton Parish News and will then take over for the February edition with Cllr Mrs. White assisting her. Councillors thanked Cllr Mrs. White for all she has done over 20 years in editing the magazine. An exclusive email address has now been allocated for the editor of Hutton News. [huttonnewseditor@gmail.com](mailto:huttonnewseditor@gmail.com) this will be shown in the next edition and all adverts and articles should be sent to this email in future.
    - b) Cllr Dutton will let Ella know that she is invited to the next Parish Council meeting to introduce herself to Councillors. **ACTION – Cllr Dutton.**
- f) Cllr Cole. (apologies)**
- g) Cllr Groom.**

## 1. Open spaces and Recreation areas.

- a) **Elmhurst play area.** A pre-instal visit will be held on Wednesday 7<sup>th</sup> December. Work should start on the phase two improvements in early January 2023. Notices will be put in place when work commences a note will also be placed on the PC website and social media.
- b) **Springwood area.** Tasks detailed to the Clerk have been progressed.
- c) **Des Phippen Park.**
  - i. The handyman has done a fantastic job on finishing the path. He has now progressed to cleaning out the area around the pond. Cllr Groom helped clean the pond of weeds.
  - ii. There are still bags of cuttings to be collected. Cllr Porter will contact Greendale to get this done. **ACTION Cllr Porter.**
  - iii. The gates at both ends need looking at with a view to replacing rotting wood supports. The Clerk will discuss with the handyman. **ACTION – Clerk.**
  - iv. Trees will be surveyed later this month as reported previously. The Clerk has tasked the handyman to fit new “keep gate closed” signs and a locking mechanism for the Moorcroft Road entrance. These will be fitted by the handyman.
- d) **Village Green.** Some work will need to be done in the future to improve the footpath, gates and replacement tree on the village green. Cllr Groom will discuss with the Clerk to progress this work in the New Year. Some fencing around the quarry will also need looking at.

**ACTION – Cllr Groom.**

## h) Cllr Mrs Dunkley (apologies)

1. **Elborough.** The Clerk reported on an email enquiry regarding a footpath from Elborough to Hutton. The Clerk has responded to the enquiry outlining the work previously done to solicit the support of the private landowner for a “permitted access rights” across private land on his property. The response from the landowner stated that he would not be willing to allow permitted access across his land. It was therefore considered no longer feasible to pursue this issue.

## i) Cllr Mrs. Cuthbert.

### 1. Public Rights of way.

- a) Oldmixon Rd footpath has been reported to NSC PROW team.
- b) Cllr Groom reported that a new metal gate has now been fitted on the footpath from Hutton Hill. The stile has now been removed.
- c) Cllr Groom commented that he had heard from a Parishioner with regard to the slope on Barrow Road. The resident had commented on the deeds to the land. Cllr Groom acknowledged the enquiry and informed him of the Parish Council’s actions on this issue.

## j) Clerk to Parish Council.

### 1. Handyperson/Orderly update.

The work carried out by the Handyperson John has been completed to a very high standard. Cllr Dutton asked if John was happy to do work in the Phippen Park Pond to help clear the surrounding area and vegetation in the pond. The Clerk indicated that he was happy to carry out this work. However for safety reasons Rich Sully will be around when he is in the pond itself. The handyman has reported that some of the benches need attention and coating with linseed oil. Cllr Porter stated that the benches in Phippen Park were not meant to be coated or stained. Cllr Dutton indicated that he had informed the handyman regarding this. The handyman will be advised to just clean the moss off these benches using the power washer and moss killer. He will also look at replacing some rotting slats in other benches.

### 2. Churchyard Orderly.

The new electric lawn mower has been received and is being used.

The Clerk has received a forwarded email with regard to the state of the compost pile which is encroaching on a grave in the churchyard. The person concerned was going to approach the Parochial Church Council with regard to this matter. However, no further comments have been made. The compost pile has now been cleared away from the area.

### 3. Village Hall.

- a) Energy costs are going to be a concern going forward. At the moment there is no intention to raise hire costs. However this will be reviewed in the New Year.
- b) Stage curtains were broken by a hiring group. These have now been repaired by Cllr Mrs. Cuthbert and Mrs. Sue Felts. The curtains will be put back in place by the Drama Group.
- c) Bookings are healthy going forward. No Christmas market this year.

- d) The Village Hall will not be used as a “Warm space” during the winter months. This is due to the number of groups who already use the building on a hiring basis during the week. However a “warm space” for people who are looking for warmth and company during the winter months, has been established in Locking Church and Toot Sweets café. St Mary’s Church, Hutton will also be open on Thursdays from 5<sup>th</sup> January 2023. Publicity will be via social media, the website and noticeboards around the Parish.
4. **Community Speed Watch.** The group has stopped operating for winter. Last session was in November and will start again in April. Avon and Somerset Police has been informed of the temporary suspension in operations.
5. **Allotments update.** Rent letters will be sent out indicating the agreed 10% increase in tenancy fees. All rents should be paid by the end of January 2023.
- 11) NEW RESIDENTS MEETING. Invite to annual Parish Meeting.**
- a) Cllr Dutton indicated that new residents will be invited to the Annual Parish Meeting to meet Councillors and organisations currently active in Hutton. Cllr Porter considered that an exclusive meeting should be held just for new parishioners. The Clerk indicated that this was possible and would need further discussion. It was also discussed whether Lovel developers could be approached to fund a meeting as they have been responsible for the new dwellings at Foxglove Meadows. This will be raised at the January meeting for further discussion. **ACTION – Clerk place on agenda for January meeting.**
- 12) ENFORCEMENT OF PSPOs IN HUTTON.**
- a) Dog Control Orders are being enforced in Hutton. The Clerk has provided maps showing the current areas that are covered by DCOs. Certain areas have been subject to enforcement over the past couple of weeks. The manner in which some of these enforcements have been conducted was under question. However, it appears that all procedures were carried out correctly. Following discussion on signage and areas covered. It was **AGREED** to request further signage from NSC Environmental Protection Team and to request changes to the areas covered including an additional DCO being issued for St Mary’s Field stating, “no dogs allowed”. There is some confusion over one of the areas covered with conflicting advice being given to residents with regard to the areas covered and the current rules. The Clerk will pursue this further. **ACTION – Clerk to request changes to current rules and areas and obtain further signage for erection by the handyman.**
- 13) CORRESPONDENCE. Nothing to report.**
- a) **Low noise fireworks.** The Clerk went back to the original respondent and indicated that she may want to place an article in Hutton News. The Clerk has contacted the Football Club to ask them to consider low noise fireworks for next year.
- b) **Letter from Squirrel group.** A letter has been received from the Squirrel group thanking the Parish Council for a donation to their starting up costs.
- c) **Rent Review land at Bisdee Road.** A letter has been received outlining a rise in the cost for the rent of land at Bisdee Road.
- d) **Letter to Mr. Phillip Etchells.** A letter has been sent to Mr. Phillip Etchells thanking him for the kind donation towards the cost of the electric lawnmower.
- e) **Parking Issues Brent Close.** The Clerk passed on details of the complaint to NSC highways team for comment.
- 14) ANY OTHER BUSINESS**
- a) Cllr Howard requested the status of a sign that is on display at Elizabeth Close by the Jubilee playing field. The Clerk will contact the Football Club with regard to this. Cllr Howard will forward a photograph of the sign to the Clerk. The Clerk will report at the next meeting. **ACTION – Clerk.**
- b) Cllr Dutton has received a request from St Mary’s Church to have a Councillor to carry out a reading at the Christmas service. Cllr Dutton will do the reading as no other volunteers came forward.

**There being no further business, the meeting was closed at 9.10 p.m.**

**The next meeting of the Parish Council will be held on Monday 9<sup>th</sup> January 2023**

**HAPPY NEW YEAR 2023 to one and all.**