



## Hutton Parish Council

Incorporating Elborough, Hutton and Woodside

Sophie Hooker - Hutton Parish Clerk

12 Hutton Hill, Hutton, North Somerset BS24 9SY - Monday to Thursday 10am-3pm

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### MINUTES OF A MEETING OF HUTTON PARISH COUNCIL HELD IN THE LEGION ROOM IN HUTTON VILLAGE HALL, AT 7.00pm ON MONDAY 6th JULY, 2026.

**PRESENT:** Councillors Peter Dutton (Chair), Ken McCullouch, Andrew Sills and Lou Eddins.

**IN ATTENDANCE:** Sophie Hooker (Parish Clerk)

**DISTRICT COUNCILLOR:** None

#### **Public Participation:**

Prior to the commencement of the meeting, parishioners may comment on individual agenda items, provided prior notice has been given and the Council approves.

**MEMBERS OF THE PUBLIC:** None – No matters were raised at this stage of the meeting.

(Later in the meeting, with the consent of the Chair, Public Participation was reopened – following item 26.35)

Meeting Convened 7:04pm

#### **26.32. Tribute to Cllr Terry Porter**

The Chair reported the following tribute to Cllr Terry Porter.

It is with great sadness that it must be reported that Parish Cllr and District Cllr Terry Porter passed away peacefully at home on Friday 26th June 2026.

A moments silence was then held in respect of Cllr Terry Porter.

Dedicated and devoted to public service, an ex-Chair of Hutton Parish Council, Terry served for 31 years as a Parish Councillor and as a District Councillor for 17 years, representing the Wards of Hutton and Locking.

Caring deeply about the local community, Terry was always a consistent presence throughout, behind and in front of all Parish Council supported community events, which included funding raising activities. Terry's organization of the Annual Hutton Parish Festival and specialist knowledge and organisation of the Annual Hutton Horticultural Society Flower Show over decades, is quite simply, unsurpassed.

Hugely respected and an absolute pillar of the local community, Terry will be very much remembered and greatly missed by all his colleagues on the Parish Council and many parishioners of Hutton and Locking, who he has served, supported and worked tirelessly for. The Parish of Hutton is a much better place to live because of Terry's commitment and dedication over many decades.

Hutton Parish Council has sent our deepest condolences and sympathy to Jan, family and friends, our thoughts are with them at this incredibly sad time.

#### **26.33. To receive Apologies for Absence**

Apologies for absence were received and accepted from District Cllr Mike Soloman and Cllr Marie Dunkley.

#### **26.34. Declarations of Interest** on any agenda items – None.

#### **26.35. Co-option of Parish Councillors**

- a. To consider the application received from Georgina Barry for co-option to the Parish Council
- b. To resolve whether to co-opt Georgina Barry as a Parish Councillor
- c. To consider the application received from Paul Taylor for co-option to the Parish Council
- d. To resolve whether to co-opt Paul Taylor as a Parish Councillor

The applications for co-option from Georgina Barry and Paul Taylor were considered.

Members noted that Georgina Barry had previously served as a Parish Councillor and it was **RESOLVED** that she be co-opted back onto Hutton Parish Council. Georgina was not present at the meeting.

Paul Taylor was present at the meeting and, following consideration of his application, it was **RESOLVED** that he be co-opted onto Hutton Parish Council. Paul Taylor then read and signed his Declaration of Acceptance of Office.

**With the agreement of the Chair, the meeting returned to Public Participation following the arrival of a member of the public.**

The member of the public, Mr Mark Orchard, was invited to speak and raised concerns regarding the costs associated with running the proposed new Hutton-Dabaso Twinning Association organised event – a Family Fun Day held on the Saturday of the Parish Festival Week.

Following this discussion, the Chair convened the meeting to bring forward agenda item **26.39(e)** – Hutton Parish Festival 2026, to allow the Council to discuss the matter further.

Meeting Convened 7:19pm

#### **26.39(e) Hutton Parish Festival 2026**

Councillors discussed the arrangements for Hutton Parish Festival 2026. It was **RESOLVED** that an £800 donation from Hutton Parish Council, to the Hutton Dabaso Twinning Association, in support of the Family Fun Day was considered appropriate and reasonable.

Cllr L. Eddins confirmed responsibility for arranging the amendment of the Public Space Protection Order for St Mary's Field. The existing order would be rescinded for Wednesday 2nd September and Saturday 5th September, allowing the dog show to be included as part of the Family Fun Day activities.

#### **26.36. Hutton Parish Clerk**

It was **RESOLVED**, unanimously, that the Clerk had successfully completed their probationary period and that their Contract of Employment would continue.

#### **26.37. To approve and sign as a correct record the Minutes of the Hutton Parish Council meeting held on Monday 1<sup>st</sup> June 2026**

**Resolved:** that the minutes of the Hutton Parish Council Meeting held on 1<sup>st</sup> June 2026 be approved as a correct record. **The resolution was proposed, seconded and carried unanimously.**

#### **26.38. Matters arising from those Minutes and Action Tracking**

- Electronic Traffic Signs – Cllr L.Eddins had no further update as this stage
- 20MPH Repeater Signs – Parish Clerk S.Hooker reported that North Somerset Council have noted the request and would update us when this is possible

- Stone Barrier located end of Moor Lane – Cllr L.Eddins & Parish Clerk S.Hooker will make contact with North Somerset Council
- Hutton Hill Wall Inspection – Parish Clerk S.Hooker has contacted North Somerset Council to arrange an inspection, and is awaiting a response
- Parish Notice Boards – Cllr K.McCullouch will move forward with the installation of the final notice board installation
- Footpaths and Hedges – Cllr P.Dutton & Parish Clerk S.Hooker reported that the identified works around the village have now been completed. The Council expressed thanks to local contractor Jason Tucker and Glendale for their work

## 26.39. Reports from Working Parties/Committees/Representatives

- Scout Hut** – Parish Clerk S.Hooker reported that works to replace/repair the Scout Hut floor are due to commence on 8<sup>th</sup> August. Cllr P. Dutton will raise the additional requirement for soffit repairs with the contractor.
- Open Spaces** - Cllr P. Dutton reported that he had met with a parishioner and agreed where a memorial tree is to be planted in Millenium Green.  
Cllrs P. Dutton and L. Eddins will carry out the review of annual inspections of Elmhurst and Springwood Play Parks throughout July.  
Cllr L. Eddins reported that the pond area at Des Phippen is currently very overgrown. Discussions took place regarding the nesting season, and it was agreed that the area could not be cut back until this period has ended.  
The fire-damaged dog waste bin in Millennium Green has now been replaced, and the damaged area of grass has also been reinstated by volunteers. The litter bin from the lay-by has been relocated and is now being used to replace the fire-damaged bin within Millennium Green.  
A parishioner requested permission to purchase and arrange the installation of a Buddy Bench to be located within Elmhurst Park. Councillors agreed that this would be a welcome addition to the play area. Cllr P. Dutton will contact the parishioner to discuss the details further.  
The Parish Clerk reported receiving concerns from residents regarding a pick-up truck being parked long-term within the Millennium Green lay-by. The Parish Clerk will follow up on this matter.
- Hutton in Bloom** – No report was received. However, Councillors noted the excellent work being carried out around the village in preparation for the South West in Bloom judging, which will take place on Wednesday 15<sup>th</sup> July. Councillors also noted the invitation to the Sponsors Afternoon Tea on the 4<sup>th</sup> Aug and were encouraged to attend, if available.
- Hutton Dabaso Twinning Association** – Nothing to report.
- Hutton Parish Festival 2026** – This item had been brought forward earlier in the meeting following Public Participation. Further discussion took place regarding the Friday events. It was noted that the marquee is available for hire during the day and evening, and the Parish Clerk, S. Hooker, will arrange for an advertisement to be prepared.
- Allotments** - It was reported that there are currently six plots available at Springwood Allotments. The Springwood Allotment Committee has carried out site walkarounds and identified that improvements are required to a number of plots. The Parish Clerk has issued letters to the relevant plot holders, and the committee will continue to monitor progress.
- Hutton Village Hall** – Cllr K.McCullouch to attend the next committee meeting as the Parish Council representative.

- h. Hutton Parish News** – It was reported that the Summer edition of Hutton Parish News is due to go to print shortly.

#### 26.40. Reports from Outside Bodies/Conferences/Training

Parish Clerk S.Hooker attended part 1 of ALCA New Clerk training

#### 26.41. To note the training, meetings and events available and agree any attendance

South West in Bloom Judging Day – 15 July 2026, 10.00am, Hutton Village Hall Coffee Morning

**Resolved:** the above date was noted by all Cllrs. Cllr P.Dutton & Parish Clerk S.Hooker will be in attendance. Other Cllrs were encouraged to attend, if available.

#### 26.42. Financial

- To receive and note income received during Quarter 1
- To receive and note the Quarter 1 Budget Monitoring Report (Budget vs Actual Expenditure)
- To receive and note an update on VAT reclaims submitted for Quarter 1
- To receive and note bank balances and reserves as at 30<sup>th</sup> June 2026
- To retrospectively approve the following items of expenditure incurred since the last meeting:

|    | Payment Ref                          | Total     | VAT    |
|----|--------------------------------------|-----------|--------|
| 51 | Website Hosting                      | £19.20    | £3.20  |
| 52 | Parish Clerk Salary May              | £1,479.69 | £0.00  |
| 53 | Dog Bin Staffing - May               | £468.40   | £0.00  |
| 54 | Churchyard Maintenance MAY           | £296.24   | £0.00  |
| 55 | Handyman Wages - MAY                 | £110.38   | £0.00  |
| 56 | Village Orderlies - MAY              | £1,120.57 | £0.00  |
| 57 | Scout Hut Cleaning Salary            | £150.00   | £0.00  |
| 58 | IT Services May                      | £189.65   | £31.61 |
| 59 | HVH Hire May                         | £90.00    | £0.00  |
| 60 | D/D for Water - May                  | £53.00    | £0.00  |
| 61 | May Contractor Services - Mr.B.Poole | £500.00   | £0.00  |
| 62 | EOY Internal Audit 2026              | £250.00   | £0.00  |
| 63 | NS Agricultural Drainage Rates       | £11.96    | £0.00  |
| 64 | Bank Charge 3 April - 1 May 2026     | £18.20    | £0.00  |
| 65 | Bank Charge 28 Feb - 2 April 2026    | £17.85    | £0.00  |
| 66 | Cordless Angle Grinder               | £29.95    | £4.99  |
| 67 | British Gas Bill                     | £207.80   | £9.89  |
| 68 | Grass Cutting                        | £565.68   | £0.00  |
| 69 | Bradford's                           | £23.76    | £0.00  |
| 70 | WFH Allowance and PC Phone           | £36.00    | £0.00  |
| 71 | EDF - St Marys Field Electric        | £1,274.00 | £0.00  |
| 72 | Refuse & Recycling NSC               | £566.28   | £0.00  |
| 73 | ALCA & NALC Subscription Fee         | £806.82   | £0.00  |

|    | Payment Ref                              | Total     | VAT     |
|----|------------------------------------------|-----------|---------|
| 74 | Electricity 24 Apr - 17 May              | £77.28    | £3.68   |
| 75 | St Marys field Electric                  | £25.00    | £0.00   |
| 76 | Hedge Trimming (Feb 26)                  | £499.20   | £83.20  |
| 77 | Replacement Dog Bin                      | £295.80   | £49.30  |
| 78 | Fuel Expenses - RS                       | £52.09    | £8.68   |
| 79 | IT Services June                         | £189.65   | £31.61  |
| 80 | Annual Playground Inspections            | £228.00   | £38.00  |
| 81 | Battery Charging                         | £6.00     | £0.00   |
| 82 | Website Hosting                          | £19.20    | £3.20   |
| 83 | Elmhurst Park - roundabout & gate repair | £580.80   | £96.80  |
| 84 | Scout Hut Cleaning                       | £120.00   | £0.00   |
| 85 | Hutton in Bloom Contractor for repairs   | £525.00   | £0.00   |
| 86 | Hutton Village Hall Hire June            | £90.00    | £0.00   |
| 87 | Parish Clerk Salary June                 | £1,512.17 | £0.00   |
| 88 | Dog Bin Salary June                      | £419.82   | £0.00   |
| 89 | Churchyard Maintenance June              | £448.12   | £0.00   |
| 90 | Handyman Salaries June                   | £204.70   | £0.00   |
| 91 | Village Orderlies June                   | £1,087.32 | £0.00   |
| 92 | PATA Payroll Services Apr/May/Jun        | £231.45   | £0.00   |
| 93 | HMRC PAYE TAX & NI Quarter 1             | £1,941.08 | £0.00   |
| 94 | Hutton in Bloom Plants                   | £1,087.77 | £181.29 |
| 95 | Hutton Village Hall Hire 30th June       | £40.00    | £0.00   |
| 96 | Scout Hut Deposit Return                 | £50.00    | £0.00   |

The reports relating to items (a) to (d) were received and noted.

It was **RESOLVED** to retrospectively approve the items of expenditure incurred since the last meeting.

It was further **RESOLVED** that Cllr A. Sills be appointed as an authorised signatory for the Parish Council's bank accounts, replacing the late Cllr T. Porter. The Parish Clerk S. Hooker, will make the necessary arrangements to update the banking mandate.

**26.43. To consider and agree the Parish Council's response to the following planning applications:**

Request to Discharge Conditions 3 (Contamination), 4 (Surface Water Drainage) and 8 (Hard and Soft Landscaping) on application **Land At Junction Of Broadway Oldmixon Road Weston-super-Mare**

Ref. No: **26/P/1049/AOC** | Received: Tue 19 May 2026 | Validated: Sun 14 Jun 2026 | Status: Registered

Determination Deadline: Sun 09 Aug 2026

Certification of Lawful Development for the change of use of existing dwelling to form a 5-unit HMO. Works to include the erection of a single storey rear infill extension, removal of existing asbestos roof and modular panel building.

**Farm House 65 Oldmixon Road Weston-super-Mare BS24 9PD**

Ref. No: **26/P/1277/LDP** | Received: Wed 17 Jun 2026 | Validated: Wed 17 Jun 2026 | Status: Registered

Determination Deadline: Wed 12 Aug 2026

The above planning applications were received and noted by Councillors.

With the agreement of the Chair, Councillors considered correspondence received after publication of the agenda from a resident regarding a proposed Caravan and Motorhome Club Certified Location on Upper Church Lane, Hutton, which is currently subject to consultation.

Members discussed the concerns raised, particularly in relation to access to the proposed site via the parish's narrow lanes and the potential impact of caravans using these routes.

It was **RESOLVED** that the Parish Clerk submit a consultation response requesting that careful consideration be given to the suitability of the access routes. The response will ask the Caravan and Motorhome Club to "please ensure access is fully taken into account when considering this application."

**26.44. Report of the Chair**

The Chair reported that although this was the last Council Meeting before the summer recess, the work of the Council and the Clerk did not stop. Cllrs were reminded to check their emails and respond if required. Cllrs were further reminded that email requests for volunteers to help at the forthcoming Parish Festival Week would soon go out.

**26.45. Report of the Parish Clerk**

Information Items/Correspondence Received/Decision Items

- **Hutton Crime Stats** - Circulated in advance to all Councillors and noted. It was also noted that these are available on the Parish Council website.
- **Church Lane Footpath to Oldmixon Road** – Cllrs discussed a resident's complaint regarding the delay in installing a drainage channel through the ground at the kissing gate to alleviate flooding. The Parish Clerk will contact John Flanigan in the Public Rights of Way team at North Somerset Council to request an update on the proposed works.
- **Green Waste from Open Spaces** – Councillors discussed options for the disposal of green waste arising from the maintenance of the Parish's open spaces. It was **RESOLVED** that the quarry area at Millennium Green be used for the disposal of this green waste.
- **Scout Hut online availability Calendar** - The Parish Clerk reported that an online availability calendar had been created to enable users to view Scout Hut bookings. The calendar has been

trialled by Scout Hut user groups and Councillors and is now ready to be made publicly available. The Parish Clerk will add a link to the calendar to the Parish Council website.

- **The AGAR for 2025/26 has been submitted by the former Parish Clerk, Mr Bruce Poole** – Noted.
- **All policies adopted at 1st June meeting available to view on the website** – Noted.
- **EDF fixed tariff for 1 year (review April 2027)** – Noted.
- **Football Club Events** – Cllrs discussed at length the recent concern and complaint raised by a resident regarding noise associated with the World Cup Fan Village. Members acknowledged that the FIFA World Cup takes place only once every four years and recognised that the Fan Village is a positive addition to the village. However, Councillors requested that, for future events, noise be kept to a minimum after 11.00 pm, with no music being played beyond this time. Councillors also requested that the Football Club notify the Parish Council in advance of any future events that may have an impact on nearby residents, to allow any potential concerns to be considered in advance.
- **Moor Lane Bus Stop** - It was reported that North Somerset Council have received the request to repair the bus stop on Moor Lane, and the works will be carried out in due course.
- **Hutton in Bloom Insurance and Risk Assessments** - Councillors discussed the insurance arrangements and risk assessment requirements relating to Hutton in Bloom activities. It was agreed that the Parish Clerk would make the necessary administrative arrangements to enable Hutton in Bloom to complete appropriate risk assessments, ensuring compliance with the Parish Council's public liability insurance requirements.
- **The Parish Clerk** advised Councillors that she would be on annual leave from 5<sup>th</sup> –19<sup>th</sup> August. Councillors noted the information.  
Action Taken Under Delegated Powers
- **Approved purchase of a Cordless Angle Grinder for £29.95, to be kept with Rich Sully** – Noted
- **Approved the purchase of a replacement clock for the Scout Hut (£4.99)** - Noted
- **Approved purchase of card and flowers by the Chair for Mrs Jan Porter** - Noted

**26.46. Report of the North Somerset District Councillor (if present)**

No report was received, as the North Somerset District Councillor had submitted apologies for absence.

**26.47. Report of Councillors (For Information Only and Items for Future Agendas)**

No reports were received, and no items were raised for future agendas.

**26.48. Date of the next meeting(s):**

- Parish Council Meeting 14<sup>th</sup> September 2026, 7.00pm in the Legion Room, Hutton Village Hall
- Parish Council Meeting 5th October 2026, 7pm in the Legion Room, Hutton Village Hall

The Chairman closed the meeting at 10:04pm

.....Chairman

.....Date