

## MINUTES OF THE PARISH COUNCIL MEETING

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

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

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- 1) **APOLOGIES FOR ABSENCE.** Cllrs Mrs. Harris, Mrs. Dunkley
- 2) **DECLARATIONS OF INTERESTS.** Cllr Mrs. White (Orderlies)
- 3) **APPROVAL OF MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD Monday 25<sup>th</sup> July 2022.** It was **PROPOSED** by Cllr. Mrs. Cuthbert and **SECONDED** by Cllr Howard that the minutes of the meeting held on **Monday 25<sup>th</sup> July 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.**
  - a) The Chairman gave a warm welcome to all present and thanked everyone for their endeavours in making the Parish of Hutton Festival Week a success.
- 5) **OPEN MEETING FOR PUBLIC PARTICIPATION.** Nothing to report.
- 6) **MATTERS ARISING FROM MEETING OF Monday 25<sup>th</sup> July 2022.**
  - a) **Call for a poll to elect a new Councillor.** The Clerk reported that there had been no call for an election. Cllr Porter proposed that due to elections early next year, the position should remain vacant. The was **AGREED UNANIMOUSLY**.
  - b) **Consult with Elborough residents for a play area.** As Cllr Mrs. Dunkley had given apologies for absence. This item was carried over to the next meeting. **ACTION – Cllr Mrs. Dunkley**
  - c) **Planning decisions to NSC –** The Clerk has reported decision to NSC – **COMPLETE**.
  - d) **Request for extension to double yellow lines.** Cllr Porter reported that as there had been no further action taken, this issue will be raised at the Executive Group meeting of North Somerset Council. **CONTINUES**
  - e) **Report on meeting with North Somerset Council highways improvement team.**
    - Cllr Dutton reported on the recent meeting held with the Highways Improvement and Speed Reduction team. The proposals for the planned 20 mph zone were discussed. Councillors still had reservations with regard to the ending of the zone on Hutton Hill, just to the East of Vereland Road. It was felt that this should be further extended to take into account the junctions with Windmill Hill and Canada Coombe. It was felt that the Parish Council should press for this extension. It was agreed that speed along Oldmixon Road should be set at 30 mph for the full length of the road from The Walnut Tree public house to the start of the 20 mph zone. This would be implemented as part of the speed reduction measures.
    - The preferred option to omit a 40 mph limit along the full length of Banwell Road were dismissed by highways engineers. It was felt that this would not deter drivers as the road conditions were considered to be safe for a 40 mph zone. Studies carried out throughout the country support this theory. However, councillors still felt that Banwell Road should be 30 mph along the whole length, but it was considered fruitless to continue to pursue this any further.
    - North Somerset Council Speed Reduction Team would like to have the opportunity to engage with Parishioners on this matter. It was suggested that a date in October should be set aside to allow this to happen. Cllr Dutton would liaise with NSC to arrange an appropriate date. It was agreed that the Clerk would speak to the VH booking officer to determine an appropriate date when the Village Hall would be available. Once a date has been determined, this would be publicised in Hutton Parish News, Hutton Parish Council website, social media and notice boards. **ACTION – Cllr Dutton and Clerk.**
  - f) **Pegs for concrete drain cover at Elmhurst.** The Clerk has purchased the pegs. Cllr Groom suggested that the green matting might be useful to the football club to use elsewhere. He would contact them to enquire whether they would like to make use of it. **ACTION – Cllr Groom.**
  - g) **Quarry site ownership and cutting back.** Handyperson has started cutting back some of the overgrown material from the path leading to the quarry site. He will need some guidance on the

extent of the work required. The Clerk will contact the handyman and arrange for him to speak to Cllr Groom to arrange an onsite meeting to discuss. **ACTION – Clerk, Cllr Groom.**

- h) Purpose of social media.** Cllr Groom reported that this has now been completed. **COMPLETE.**
- i) BBQ stands for public areas.** After discussions on fire safety concerns, it was agreed to take no further action on this matter for the time being. This would be reviewed again next year. **COMPLETE.**
- j) Maintenance issues at the Scout Hut.** The Clerk reported that all outstanding work has now been completed. There is still some minor work to install a drain on the area of the roof where “ponding” has taken place following heavy rain. The handyman is looking at solutions to this and will complete the work in the near future. **CONTINUES.**
- k) Parish survey report to Councillors.** This has now been sent to all Councillors. **COMPLETE.**
- l) Produce a Climate Change information page for website.** The Clerk and Cllr Dutton will gather all of the information necessary to complete this. **ACTION – Cllr Dutton and Clerk**
- m) Tree work at Hutton School.** Cllr Porter reported that as this was only a minor alteration, no consultation was required. The confusion over the application details could not be explained. **COMPLETE.**
- n) Scout Hut meeting report.** The meeting is scheduled for 8<sup>th</sup> September. Report at next meeting. **ACTION – Cllr Howard.**
- o) Call for volunteers for Festival Week.** The Clerk has advertised the need for volunteers on the website, by email and on social media. **COMPLETE**
- p) Gate for Elmhurst play area.** Cllr Groom is continuing to chase Lovel and the contractor to get the job completed. Despite many assurances this has not yet been done. **CONTINUES**
- q) Agreement for grant and quotes to NSC for phase 2 of Elmhurst refurbishment.** Cllr Groom has completed the necessary documentation and sent to NSC. **COMPLETE**
- r) Final decision on preferred contractor and scheme.** Cllrs Dutton, Groom, and the Clerk will make a final decision once approval has been received from NSC. **ACTION – Cllrs Dutton, Groom, and the Clerk.**
- s) Details of land ownership to be sent to Cllr Mrs. Cuthbert.** The Clerk has sent details as requested. **COMPLETE**
- t) Write to landowner regarding access over land.** Cllr Mrs. Cuthbert has written to the landowner and received a response. The landowner was asked for consideration being given to allow permitted rights over his land to join up with public right of way linking Elborough and the public right of way on Banwell Road. The landowner was not happy to allow permitted rights over his land as this could set a precedent as a right of way which he did not want to . **COMPLETE.**

## **7) FINANCE**

- a) Approval of schedule of accounts for July and August 2022.** These had been previously circulated to all members of the council and made available at the meeting. **PROPOSED** by **Cllr Mrs. Cuthbert** and **SECONDED** by **Cllr Howard** that the accounts be accepted. **RESOLVED UNANIMOUSLY. Copy signed.**
- b) Auditors report.** The external audit has now been concluded. No issues raised with the Parish Council accounts. A statutory notice will be published on the website and notice boards for members of the public to exercise their rights to view the accounts.

## **8) REPORT OF COMMUNITY POLICING TEAM.**

No report received. PCSO on holiday.

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

- a)** There have been a number of complaints regarding the No 50 bus service. Some services have not been running. The operating company has put this down do lack of drivers due to sickness, breakdowns etc.
- b)** The next meeting of the Council has been cancelled. However there is an executive group meeting being held on Wed 7<sup>th</sup> Sep.
- c)** There has been a lot of frustration regarding the opening of the “See Monster”. A date has still not been confirmed. However the structure will move on to a new site in the near future.
- d)** The display of drones at the See Monster site was very well attended.

## 10) REPORT OF PARISH COUNCILLORS AND THE CLERK

### a) Cllr Porter.

#### 1. Planning Issues.

- a) **Telecoms base station. Replacement - NOTED.**
- b) **9 Moor Lane** – Proposed erection of single storey rear and side extension. **NOTED**
- c) **30 Elborough Gardens.** Proposed erection of single storey rear and side extension. **NOTED**
- d) **1 Orchard Road.** Proposed erection of single storey rear extension. It was agreed to **SUPPORT** this application. **RESOLVED UNANIMOUSLY.**

### b) Cllr Mrs Harris. (Apologies)

1. **Woodside.** Cllr Porter reported that he is still receiving a large number of complaints with regard to vehicles accessing the site early. Foxglove Meadows has a high occupancy rate.

#### 2. Dabaso Twinning.

- a) Nothing to report

#### 3. Social Media.

- a) Cllr Groom reported that a community group has been set up for residents in Eastfield Road. This is escalating as other groups are being set up and being used as a sounding board for complaints. He is not responding in any way to comments regarding the Parish Council. Cllr Porter reported that this is a common problem with a lot of other Parish Councils and appears to be escalating. The groups on these sites are always targeting the respective Parish Councils. Cllr Groom reported that he always states things that are factual and advises people to contact the Parish Council through the proper means.

#### 4. Hutton School.

- a) The school now has a new caretaker following the retirement of Mr Dave Baker. There are also a number of new teaching staff who are settling in well. The academy trust are worried about rising energy costs.

### c) Cllr Howard.

#### 1. Scout Hut.

- a) Income over expenditure for the past two months shows an excess in expenditure. However the Clerk reported that there are still cheques to be paid in. It was also noted that although the budget is set out for 12 months, there are months that are quieter than others and the budget should be viewed over the whole 12 months. A large amount of expenditure has been made over the summer holidays when the building is empty, and work can be carried out.
- b) Next meeting scheduled for Thu 08 Sep, 18.30hrs at the Scout Hut. Report at next meeting.  
**ACTION – Cllr Howard**
- c) Cllr Groom has been approached by Michaela Heath on behalf of the FIRS scouting group and was asked if the heavy-duty track matting that was installed for disabled people to gain access to the scout hut could become a permanent feature. The Clerk will investigate costs and ask the question to Archers Marquees to see if this is something they could supply. It was **AGREED** that this would be a good idea and should be investigated further. **ACTION – Clerk.**
- d) Cllr Groom will contact a consultant David Crossman to ascertain costs for looking at long-term costings for a design consultation process for a replacement building. Cllr Dutton commented that this process will only start once the users have identified their needs for the future of the building. This is something that would need to be discussed at an extraordinary meeting once we can get more of an idea of the needs of the main users. This could form the starting point of a long-term plan.  
**ACTION – Cllr Groom**

### d) Cllr Dutton –

#### 1. Parish Plan update.

- a) Cllr Dutton has sent copies of the survey report to Councillors as agreed at the last meeting and has highlighted the key issues raised in both the latest survey and the Parish Plan issued in 2004. Putting together a report on the latest survey results has been delayed due to project members leaving the Council. However, Cllrs Dutton and Mrs. Harris and the Clerk have been collating information ready to go into a survey report. This would be in a simple format. Cllr Porter indicated that the current parish plan should be sufficient. Cllr Dutton indicated that he is happy to draft up a simple plan to publish on the website once this has met the approval of the Council and we have identified the key points and priorities for the Parish Council going forward. It was noted that there are issued

raised in the survey that are beyond the remit of the Parish Council. However, any report on the results and comments received would concentrate on key issues that are within the powers of the Parish Council to make a difference. It was acknowledged that some of these issues are being dealt with now, such as Speed reduction measures and playground improvements and these should be highlighted to residents to ensure that they are aware that the Parish Council is proactive in dealing with issues of concern to our residents. Cllr Porter indicated that data results, where they add value, should be highlighted to show that we are actively taking notice and action where possible. Cllr Dutton explained what action has been taken so far and would go ahead with a report based on Councillors thoughts. Cllr Howard indicated that within the report we should outline a timeline of actions and what action the Parish Council would be taking from the issues raised which fit in with the Parish Council's aims and priorities in the short, medium and long term. **ACTION – Cllr Dutton.**

## **2. Festival week update.**

- a) A very successful and well attended festival week. No major issues raised for health and safety or with the arrangements for the events. An issue with the rain guttering was dealt with by Archers who spent most of Friday evening adjusting the guttering. This helped greatly although the weather remained good nearly all of the way through. The site is now clear, bins will get picked up tomorrow. Cllr Dutton commented that more volunteers will be required for next year. Clean up took 3 hours with only 3 people present. Thanks given to all who supported the events. Thanks given to Cllr Mrs. Cuthbert for stepping in with provision of refreshments for the band. The Clerk reported on takings from the bar. Final figures will be given once all invoices are in and paid.
  - b) The Taste of Somerset event went really well with stall holders generously donating over £500. However this is not the final amount as there is still more to come. Beer sales went well.
  - c) Cllr Porter indicated that entries for the Horticultural Show were about the same as in previous years. He also stated that the Hutton Show was one of the better ones around. The entries from the school were very good this year and the school should be congratulated on the efforts made.
  - d) A few minor tweaks for next year: numbers on the cones for the car park, extra tracking for pedestrians worked well, but it was felt that next year we should go for heavy duty tracking. It was suggested that the posts down the driveway should be moved. However, the posts were moved to allow a footway from the gate.
  - e) Cllr Howard suggested that a replacement party tent (marquee) be purchased to replace the one supplied by Terry Porter. If the Parish Council purchased one, this could be hired out to other groups. The one that Terry has been providing for the Taste of Somerset events was 20ft by 40ft. It was also suggested that the Scout Group might consider going 50% on a purchase. The Clerk will investigate further. **ACTION – Clerk.**
- e) **Cllr Mrs. White.**
1. **Hutton Parish News.**
    - a) Cllr Dutton indicated that as no volunteers to fill the post had come forward from Councillors, and Cllr Mrs White has indicated that she will be resigning from the post after the Feb edition, Cllr Dutton and Cllr Mrs. White will put together an advert to go on social media, Hutton Parish News, Hutton Parish Council website and notice boards. It was suggested that the winning entry for the show should be displayed on the front page. The Clerk will send a copy of the picture of the winning entry to Cllr Mrs. White. **ACTION – Clerk, Cllr Mrs. White and Cllr Dutton.**
- f) **Cllr Cole.**
1. Cllr Cole indicated that it would be a good idea to produce an update to the 2004 Parish Plan.
  2. Cllr Cole indicated that he would step down from the Parish Council at the next elections in 2023. He would be happy to stand down earlier if any volunteers came forward. However, as indicated it was agreed to leave any vacant positions unfilled until the next local elections.
- g) **Cllr Groom.**
1. **Open spaces and Recreation areas.**
    - a) **Springwood area.** It was agreed that we would replace one of the bottom rope wires on the scramble type net would need replacing. Other work needs doing in the area to cut back some foliage and trees. Posts need replacing. Cllr Groom will look at work needed to be done and report his findings to the Clerk for the handypersons to progress. **ACTION – Cllr Groom.**
    - b) **Quarry site at Village Green.** See minute 6 (g) above. Gates at the Village Green need replacing in due course.

- c) **Elmhurst play area.** Phase two progressing nicely. All quotes in and sent to NSC for funding once preferred contractor and start date confirmed. More funding being sourced. Cllr Groom will be looking at other sources for funding, not just for recreation areas but for all community projects.
  - d) **Des Phippen Park.** Some of the apple trees in the orchard will need replacing. It was reported that one of the apple trees appear to have split. This will be assessed after the growing and fruiting season has finished. Replacement trees will be planted in the spring It appears that the Oak tree planted earlier in the year may have succumbed to the very hot weather and may have died off. This will be monitored to ascertain the state of the tree. The Pond will need to be cleared out toward the end of the growing season. New pallets have been sourced to go on the island. Cllr Dutton will send an email outlining work that needs to be done. **ACTION – Cllr Dutton.**
  - e) **Springwood.** Nothing much to report. Older children now using the adventure park during the school holiday period. A few jobs need doing over there, but these are not priority at the moment.
- 2. Quarry site ownership and suggestions for improvement –** See matters arising 6 (h) above.  
The Chairman offered a vote of thanks to Cllr Groom for all of the work he has done to progress the refurbishment at Elmhurst Play Area. This has involved a lot of patience in dealing with contractors to get the work complete and the first phase completed. It was agreed that the final result is a tangible indication of the work that has gone on to ensure that Parishioners concerns, voiced in the survey, have been listened to and action taken by the elected representatives.
- h) **Cllr Mrs Dunkley Apologies**
    - 1. **Elborough.** The Clerk reported that problems with the bins outside our area have been reported to Banwell Parish Clerk who will investigate with their contractor. Cllr Groom also indicated that reports of anti-social behaviour are being made on social media. This needs to be reported to NSC Community Response teams.
  - i) **Cllr Mrs. Cuthbert.**
    - 1. **Public Rights of way.**
      - a) The state of the public right of way from The Main Road, passing Elmhurst Play area and then on to Vereland Road and Moorcroft Road is being investigated by North Somerset Council.
      - b) Cllr Groom mentioned the PROW from Barrow Road to Eastfield Road is getting badly overgrown. It was agreed that as there is confusion over ownership and responsibility, the handyperson would be tasked to cut this back. The Clerk will discuss with the handyperson. **ACTION – Clerk.**
  - j) **Clerk to Parish Council.**
    - 1. **Handyperson/Orderly update.**  
A lot of work has been progressed. In particular on the scout hut roof which is almost completely finished. The gate at St Mary's field has now been made easier to open by cutting back some of the vegetation. The gate has also been raised. The spotlight by the scout hut needs to be cleared back. This will need to be progressed over the next few months. It was agreed that a portable extending platform would be need to carry out the work safely.
    - 2. **Churchyard Orderly.**  
Maria is back at work. The work done by the Church in tidying up the graves. Concerns over the compost pile overflowing onto a grave this is being dealt with by the Church wardens.
    - 3. **Village Hall.** Very quiet August which is now picking up after the summer break. Main concerns are energy prices. Steps are being taken to use more efficient lights and replacement LEDs have been fitted in most rooms now. The Chairman of the village hall committee has written to the local MP to solicit support from the Minister for Local Communities for community buildings to receive government support for energy price capping. The committee do not want to increase prices for not-for-profit organisations which could result in those groups not being able to afford rent increases.
    - 4. **Community SpeedWatch.** No report received
    - 5. **Hutton in Bloom.** Report from Louise Beamish read out.
      - a) AGM being held on Tuesday to discuss the way forward.
      - b) The sponsor's tea was well attended.
      - c) Winter plants ordered
      - d) Thanks to Hutton PC for continued support
    - 6. **Allotments update.**
      - a) A number of letters sent to plot holders who are not attending to their plots.
      - b) New tenants settling in well.
      - c) Waiting list reduced, but still around 10 on the list for plots.

- d) Best kept allotments not being judged at present. Cllr Porter indicated that this needs to be picked up for next year.

**11) CORRESPONDENCE. Nothing to report.**

- a) Squirrels reported in the roof space at the Springwood pavilion. The Clerk has written to the Football Club indicating that whilst the Parish Council are happy to fund any materials, the football club should help by providing self-help, skilled labour from their members to progress any work needed. The football club pay a small tenancy charge for the playing area which would need to increase if the Parish Council is constantly having to do works on the pavilion building. The football club did provide labour and the required work to secure the roof space has been carried out.
- b) Bus service changes circulated to all Councillors.
- c) Provision of extra bins at Elborough. A new dog bin has been ordered and is waiting to arrive.
- d) Car parking in Main Road. A letter was received from a resident living in Main Road. The Clerk has responded to the resident with regard to the legal position with regard to parking in surrounding areas.
- e) Register of electors forms sent to all councillors.
- f) Parking in Oldmixon Road. A complaint has been received regarding commercial vehicles parking in Oldmixon Road. The Police have reported that the vehicles are not parked illegally. The Clerk has responded to the complainants.

**12) ANY OTHER BUSINESS**

- a) Cllr Mrs. White asked if the pergola on Holm Road Green could be cut back. The Clerk will arrange this with the handyman.

**There being no further business, the meeting was closed at 9.00 p.m.**

**The next meeting of the Parish Council will be held on Monday 3<sup>rd</sup> October 2022.**

**There is no monthly meeting in November. The Finance Committee meeting is held towards the end of November. The Clerk asked Councillors to consider any additional items of expenditure to be considered for next year to enable them to be discussed and if agreed, budgeted for the next financial year.**