

MINUTES OF THE PARISH COUNCIL MEETING

Held at 7.00 p.m. on Monday 9th January 2023 – Hutton Village Hall

PRESENT: Cllrs Dutton, Porter, Groom, Cllr Mrs. White, Cllr Mrs. Cuthbert, Cllr Mrs. Dunkley, Cllr Mrs. Harris (joined later)

IN ATTENDANCE: The Clerk. Miss. Ella Baxter

- 1) **APOLOGIES FOR ABSENCE.** Cllr Howard, Vanessa Settington (NSC) Cllr Solomon (NSC)
- 2) **DECLARATIONS OF INTERESTS.** Cllr Mrs. White (Orderlies)
- 3) **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD on Monday 5th December 2022.** It was **PROPOSED** by Cllr Cole and **SECONDED** by Cllr Mrs. Cuthbert that the minutes of the meeting held on **Monday 5th December 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 and wished everyone a Happy New Year. One of the main items on the agenda was to agree the budget for 2023/24 at this meeting as the local authority has to be informed of the precept requirement by the end of the week. Introduction was made to the new editor of the Hutton Parish News Miss. Ella Baxter. The Chairman welcomed her to the meeting and thanked her for taking on the role. It was therefore **RESOLVED** to open the meeting for public speaking.
- 5) **OPEN MEETING FOR PUBLIC PARTICIPATION.** The Chairman and Councillors welcomed Ella as the new editor of Hutton Parish News. All Councillors introduced themselves to Ella and outlined their areas of responsibility. She will edit the February edition of the magazine with Cllr Mrs. White assisting, after that she will go solo with future editions. The Chairman thanked Cllr Mrs. White as the outgoing editor, a role she has held for many years. The Clerk stated that a unique email address had been set up for people to contact the editor direct. Additionally Ella has been given access to the Parish Council's subscription to Microsoft Office products and a copy of Adobe Photoshop Elements has been purchased for her to use. The Chairman indicated that, should any issues regarding the monthly magazine need to be raised, these should be passed to the Clerk for discussion at future meetings. There being nothing further to discuss, it was **RESOLVED** unanimously to go back into closed session.
- 6) **MATTERS ARISING FROM MEETING OF Monday 5th December 2022.**
 - a) **Planning decisions to NSC** – The Clerk has reported decision to NSC – **COMPLETE**.
 - b) **Speed reduction measures – report on public engagement.**

The Clerk commented on the report of the public consultation and the conclusions of that report. It was disappointing to see that the extension to the proposed 20 mph limits were not being considered. Cllr Porter indicated that he and Cllr Mike Solomon will be petitioning the local authority executive group to reconsider these ideas. It would be made clear that should the executive not change their minds with regard to this, both District Councillors will be opposing any decisions made on the proposals. Cllr Dutton has also sent an email response to the District Councillors with regard to the proposals and the stated criteria for a 20mph limit. The Clerk expressed concerns over the dates for the executive meeting with a coming election. Cllr Porter will raise this issue at the meeting of the full Council on 10th January. **CONTINUES**.
 - c) **Quarry site clean-up.** Pictures sent to editor of Hutton Parish News as directed. The handyman has been tasked to keep an eye on the site to ensure it is kept clear of overgrowing vegetation. **COMPLETE**.
 - d) **St Mary's field gate combination.** The Clerk has changed the lock and a new combination has been sent to regular users and staff. **COMPLETE**
 - e) **Gate for rear of Elmhurst Play Area.** Thanks sent to handyman for the work done to the gate. **COMPLETE**.
 - f) **Heavy duty tracking for Scout Hut car parking area.** Awaiting response from FIRS group on funding. **CONTINUES**.
 - g) **Investigate consultant for long term planning for Scout Hut.** To be covered in Scout Hut report. The consultant has been contacted. **COMPLETE**.
 - h) **Replacement small marquee.** This item will be discussed in the New Year. Funding has been made available in the budget for next year. It was agreed to go ahead and purchase a replacement

marquee in the new financial year. **CONTINUES.**

- i) **Springwood task list.** Not yet progressed. Some cutting back of hedges leading down to the playing fields required. The Clerk will task the handyman. **ACTION – Cllr Groom and Clerk.**
- j) **Parish Plan Update.** See Cllr Dutton report.
- k) **Display boards for Elmhurst Play Area.** Not yet progressed. **ACTION – Cllr Groom.**
- l) **Survey of trees in Phippen Park.** Report has now been forwarded to Councillors. John Wheatley will carry out work free of charge. **See Cllr Groom report COMPLETE.**
- m) **Replacement tree for Village Green.** Cllr Groom reported that there is an opportunity to apply for free trees from Thatcher’s again. He will assess what trees are needed in all areas and request some from Thatcher’s. **ACTION – Cllr Groom.**
- n) **Football Club follow up for use of St Mary’s.** Nothing heard back from Hutton FC. **CONTINUES.**
- o) **Report on user groups meeting on Scout Hut.** The Clerk will cover this in the report on the Scout Hut. See Cllr Howard report. **CONTINUES.**
- p) **Invite new editor of Hutton Parish News to meeting.** **COMPLETE.**
- q) **Waste bags at Phippen Park to be picked up.** These have now been removed. **COMPLETE.**
- r) **Phippen Park gate supports to be checked and replaced.** The handyman has been tasked to do that. **COMPLETE.**
- s) **Village Green work schedule to Clerk.** Cllr Groom will progress this and send list to Clerk. **ACTION – Clerk.**
- t) **New residents meeting on the agenda.** See report below. **COMPLETE.**
- u) **PSPO changes and signage.** The request to add additional areas and changes to the Dog Control Orders. New signs have been provided by NSC and these have been put in place. **COMPLETE.**
- v) **Sign at Elizabeth Close.** Report from the Hutton FC members indicate that this sign has been in place for 10 years or more. It was agreed that no further action was required. **COMPLETE.**

7) FINANCE

- a) **Approval of schedule of accounts for December 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 Cole that the accounts be accepted. RESOLVED UNANIMOUSLY. Copy signed.**
- b) **Finalise budget and precept requirement 2023/24.** The Clerk has included the additional reserves into the budget figures. It was agreed that the additional expenditure and reserves were indicative of the Councils commitment to improving safety and facilities to residents in the Parish of Hutton. It was agreed that, with rising costs and inflation increases, along with planned improvements to safety and facilities, an above inflation rate rise to the precept requirement was acceptable. It was pointed out that a full explanation of “*what the Parish Precept pays for*” is included on the Hutton Parish Council website along with a copy of the budget for the coming year. It was **AGREED** to submit a precept requirement of £126,504 to NSC. **ACTION – Clerk**
Thanks were given to the Clerk for all of his work on the budget. The Precept requirement was PROPOSED by Cllr Mrs. Harris and SECONDED by Cllr Porter. AGREED UNANIMOUSLY.

8) REPORT OF COMMUNITY POLICING TEAM.

- a) Report received. 7 calls recorded in previous month: The Community Policing Team reported that it is very quiet at the moment.

9) REPORT OF DISTRICT COUNCIL. Councillor Terry Porter.

- a) A budget meeting will be held this month to finalise the North Somerset Council budget for the coming years. Costs have had to be reduced to balance the budget against a large budget deficit. Castlewood will be closed and redeveloped. This is due to energy costs for heating and lighting. Some vacant positions will not be filled. NSC staff will relocate to Weston Town Hall. However, this could cause problems with numbers of staff on site. This will be a difficult, but necessary move. Some services will be moved to local libraries. Cllr Dutton commented on the decision to cancel Weston Air Day due to costs. The Air Day does bring a lot of people to Weston including traders.
- b) Cllr Groom commented on the use of the Tropicana. The “See Monster” is still on site and it will take a long time to clear the site for any future ventures. There is due to be a programme of shows on the site, but this has yet to be finalised.

10) REPORT OF PARISH COUNCILLORS AND THE CLERK

a) Cllr Porter.

1. Planning Issues.

- a) **7 Elmhurst Drive.** Proposed erection of single storey rear extension and changes to garage. No objections submitted on the planning portal. **NOTED.**

2. Hutton in Bloom report.

The Clerk read the report from the Hutton in Bloom Team.

- a) Winter planting now completed.
- b) Christmas tree donated by Hutton Garden Centre was put up by the HiB team and taken down again last week.
- c) A meeting with the team will be held on 18th Jan. Report at next meeting.

b) Cllr Mrs Harris.

1. Woodside.

- a) Potholes at Oldmixon Road causing issues. The Clerk has reported these to NSC.
- b) Letter from resident regarding siting of footpath has been sent to Cllr Porter. He has addressed this issue with the correspondent.
- c) Show home now moved and residents are moving into new houses in Foxglove meadows.
- d) Complaints about dumping of rubbish in some of the properties has been reported to the housing authority.

2. Dabaso Twinning.

- a) Wassail will take place on Saturday 21st January, starting at 15A Moorcroft Road then on to Walnut Barn for the remainder of the event. Tickets now on sale and will be available from the Parish Council Office. The event has been advertised on the website and social media. Posters also displayed around the Parish.
- b) Another quiz night is being booked. The team will be meeting next week to plan future events.
- c) Cllr Dutton commented on the Twinning Association's proposal to host a fund-raising event in the show marquee during the Hutton Festival week. This will need further consideration once a final plan has been agreed. The running of the bar and splitting of the profits from the bar will need further discussion. A further meeting will be needed to finalise any arrangements.

3. Social Media.

- a) Very quiet. Most complaints are being raised on the Community page and not direct to the Parish Council.

4. Hutton School.

- a) Christmas fete was very well attended and considered to be the best yet. Fund raising was very good.
- b) Nativity and choir raised funds for Dabaso.

c) Cllr Howard. Apologies sent – The Clerk read the report from Cllr Howard.

1. Scout Hut.

- a) Cllr Groom has done some good work with the Dowlas property group. Funding for the consultation should, if possible, be made from this year's budget. However, if this is not possible then the contingency of £5,000 should still be put in the budget next year to account for any sourcing, scoping and preparing the bids from various funding streams.
- b) A user group meeting will be arranged in the next few weeks. **ACTION – Cllr Howard.**
- c) Agree with the proposal from the Scouts to paint the inside of the building under instruction as part of their DIY skills development. It was agreed by all Councillors to approve this.
- d) Cllr Groom commented on his discussions with the Dowlas group. A proposal was put forward to carry out a feasibility and costing plan. Initial costs for carrying out this work have been put forward. Nothing yet heard from the Football Club. However it is worth pursuing this further as some professional costs can be met by using qualified members of the Football Club. Cllr Howard will need to follow this up with the Football Club. **ACTION – Cllr Howard and Groom to follow up with the Football Club.**
- e) Discussions followed on the funding of the initial work followed. It was decided to approach Dowlas Group to discuss carrying out the initial feasibility work in Mid-March which would ensure that funds were available either from reserves carried forward or from next year's agreed budget. **ACTION – Cllr Groom.**

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) The copy date for articles for the February edition is Saturday 4th Feb. Ella is going to put the Feb edition together under Cllr Mrs. White's guidance and will go solo for the April edition.
- b) Cllr Porter suggested that a photograph of the new editor should be included in the next edition. Cllr Mrs. White will approach Ella. **ACTION – Cllr Mrs. White.**

f) Cllr Cole.

- 1.** Cllr Cole restated his intention to stand down at the next election.

g) Cllr Groom.

1. Open spaces and Recreation areas.

- a) **Elmhurst play area.** Pre installation visit held with Kompan. New subcontractors have commenced work removing old equipment and spoil being used to add to the landscape around the raised drain cover. Previous contractor will come in to adjust springs on the rockers. Expected to finish late January. Funding options for phase 3 include National Lottery and Community Trust Funding may also be available to apply for. Phase 3 will include a larger see-saw and a multi climb frame with a slide.
- b) **Springwood area.** Tasks to be completed once weather permits. Gates and hedges are just minor maintenance at the moment.
- c) **Des Phippen Park.**
- i. Tree replacement programme is the main priority.
 - ii. Looking at working party in February to help remove trees and plant out new ones. Cllr Dutton gave thanks to Cllr Porter and John Wheatley for arranging the survey. A date will be set in February to carry out the work. Cllr Porter will speak to John Wheatley to arrange a suitable date. **ACTION – Cllr Porter** Thatcher's will be approached to see if we can obtain some of the free trees from them. **ACTION – Cllr Groom.** It was suggested that some Bramley Apple trees would be desirable. It was also suggested that the memorial tree for Mr John Coote should be moved. It was also suggested that the Oak Tree planted to celebrate the Queen Elizabeth Platinum Jubilee had died off. Cllr Porter will ask John Wheatley to arrange for a replacement oak tree. **ACTION – Cllr Porter.** A plaque would then be placed on the Jubilee tree courtesy of Mike White.
 - iii. Cllr Dutton remarked on wooden gate posts will need to be looked at and repaired or replaced. The handyman is aware and will carry out work when weather permits.

d) Village Green.

- i. Some work will need to be done in the future to improve the footpath, gates and replacement tree on the village green. Some fencing around the quarry will also need looking at. The handyman is aware and will progress work in the coming weeks. Scouts will arrange a working party including a qualified tree surgeon to do some more tidying up around the quarry area. No equipment will be put down there although a bench may be sited there.

h) Cllr Mrs Dunkley

- 1. Elborough.** Nothing to report.

i) Cllr Mrs. Cuthbert.

- 1. Public Rights of way.** Nothing to report.

j) Clerk to Parish Council.

1. Handyperson/Orderly update.

Most tasking for the handyman covered previously in these minutes. The Clerk has been down to the scout hut and seen some of the work being done to the roof and soffits. Floor all done and back in place. The concrete step has been resealed. Overflow pipe now fitted. Plasterboard has been removed to access the roof space. These will be replaced. John Waddington is surveying all of the noticeboards with a view to carrying out minor repairs including wire brushing and recoating. He is also going to clean and coat some of the benches (not sponsored ones in Phippen Park) and gates. He has been clearing drains this week.

2. Churchyard Orderly.

No work carried out in December due to COVID and weather.

3. Village Hall.

- a) Most hirers have now returned after the Christmas break.
- b) Energy costs are being monitored very closely. However, the heating and lighting is being controlled quite strictly. New LED lights are fitted throughout the building now with just a few of the old fluorescent tubes remaining. These will be replaced in due course.
- c) The floor has been surveyed and it is clear that there is no rising damp. However, the contractor felt that the incorrect materials were used when the new floor was laid. The waterproof membrane was not applied correctly to the concrete floor and was coming up with the wood. It was suggested that the whole floor should be replaced. However, the costs for this would be in excess of £30,000 which was not financially viable. The floor has been repaired as far as is possible and will be monitored going forward.

4. **Community Speed Watch.** The group has stopped operating for winter. Last session was in November and will start again in March. Avon and Somerset Police has been informed of the temporary suspension in operations.

5. **Allotments update.** Rents are being received. Tenants have till the end of January to pay their rents. There is a problem with the taps at Springwood which are being looked at today.

6. **Local Council elections.** Councillors are aware that there will be local council elections in May of this year. Formal notices will be sent out mid-February and the statutory procedures will commence. The old Parish Council are then retired and the next meeting in May will be the first and annual meeting of the new Parish Council. This would normally be on the Monday following the elections. However, as this is a bank holiday and the following Monday, the clerk will be away. It was proposed that the first and Annual Parish Council Meeting will be held on Monday 22nd May. It was also suggested that the June meeting be put back 1 week until 12th June. It was agreed to change the dates as indicated. Publicity for the elections will indicate the required procedures and the fact that all voters must have Photo ID for the first time. The Annual Parish Meeting will be held on 25th April. Local groups and organisations will be invited to give a report on their activities over the past year.

11) **Potholes Oldmixon Road.** The road surface on Oldmixon Road is deteriorating at the Woodside end. This has been reported to North Somerset Council.

12) **Low Noise Fireworks.** A response from Hutton Football Club. The club had decided that they would only commit to a low noise display if it was mandatory. The reasons for this were read out to Councillors and it was **AGREED** to not make it a mandatory requirement for this to go ahead. The football club indicated that, should the quality of low noise fireworks improve, they would consider this again in the future. **Councillors resolved unanimously** to allow the fireworks display to continue in its current format. It was also agreed that the current Parish Council should not make any decisions on this as they may not be in post after the elections. However, due to time constraints, it was agreed that the current Parish Council would not be making any mandatory ruling on this issue. **COMPLETE.**

13) **NEW RESIDENTS MEETING. Invite to annual Parish Meeting.**

It was agreed that a meeting would be arranged after the coming elections. This would allow all residents to meet the new Council and for new residents to see what organisations were active in the village.

14) CORRESPONDENCE.

- a) The only correspondence to report on was the letter from a Woodside Resident that was sent to Cllr Porter regarding the position of a footpath in the new development at Foxglove Meadows. This was dealt with as reported above.

15) ANY OTHER BUSINESS

- a) Cllr Groom commented on talks he had with a local resident with regard to the café at Springwood. It was reported that Toots Café ceased trading on the 1st January. The resident was directed to make any suggestions to the Clerk of the Parish Council and football club with any ideas going forward. There was a proposal to continue the business as a community cafe run by others. The Clerk will await any further approach on this matter.
- b) Cllr Mrs. White indicated that the residents whose house was destroyed in a fire in December would like to offer their thanks to all who have helped them over the past few weeks.

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 6th February 2023.