

## MINUTES OF THE PARISH COUNCIL MEETING

Held at 7.00 p.m. on Monday 6<sup>th</sup> February 2023 – Hutton Village Hall

**PRESENT:** Cllrs Dutton, Porter, Groom, Cole, Cllr Mrs. White, Cllr Mrs. Cuthbert, Cllr Mrs. Dunkley,

**IN ATTENDANCE:** The Clerk. Cllr Solomon (NSC) Vanessa Settingington(NSC) 3 members of the public.

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- 1) **APOLOGIES FOR ABSENCE.** Cllr Howard, Cllr Mrs. Harris
- 2) **DECLARATIONS OF INTERESTS.** Cllr Mrs. White (Orderlies)
- 3) **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD on Monday 9<sup>th</sup> January 2023.** It was **PROPOSED** by Cllr Mrs. Cuthbert and **SECONDED** by Cllr Mrs. Dunkley that the minutes of the meeting held on **Monday 9<sup>th</sup> January 2023** 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.**  
Welcome to everyone present.
- 5) **OPEN MEETING FOR PUBLIC PARTICIPATION.** Nothing to report.
- 6) **MATTERS ARISING FROM MEETING OF Monday 9<sup>th</sup> January 2023**
  - a) **Planning decisions to NSC** – The Clerk has reported decision to NSC – **COMPLETE.**
  - b) **Speed reduction measures – report on public engagement.**  
Cllr Mike Solomon will cover this in District Councillors report. Cllr Porter reported that this issue had been raised at the North Somerset Council Executive Group meeting and details were published in local newspapers. Meeting tomorrow between Hutton PC, District Councillors and North Somerset Council to discuss scheme. **CONTINUES**
  - c) **Heavy duty tracking for Scout Hut car parking area.** Awaiting response from FIRS group on funding. **CONTINUES.**
  - d) **Springwood task list.** Cllr Groom carried out walk around with village handyman, report with photographs will be sent to Clerk this week. **ACTION – Cllr Groom**
  - e) **Parish Plan Update.** See Cllr Dutton report.
  - f) **Display boards for Elmhurst Play Area.** Quotes obtained and agreed that GB sports and leisure will order boards and they will be fitted by the village handyman. Expected delivery end of March. Cllr Groom will inform school and Cllr Mrs. Harris. **ACTION - Cllr Groom**
  - g) **Replacement tree for Village Green.** Cllr Groom reported that replacement trees have been requested from Thatchers. **ACTION – Cllr Groom.**
  - h) **Football Club follow up for use of St Mary's.** Nothing heard back from Hutton FC. It was stated that having the football club onside would also open the doors to funding streams and support in any work to the Scout Hut building. The Clerk will email Hutton FC to raise the question again. **ACTION – Clerk.**
  - i) **Village Green work schedule to be sent to Clerk.** Drafted and will be sent to Clerk. **ACTION – Cllr Groom.**
  - j) **Precept requirement to be sent to NSC.** **COMPLETE.**
  - k) **Report on user groups meeting on Scout Hut.** Cllr Groom reported that no meeting has yet taken place. Cllr Howard will be arranging one in the near future. **ACTION – Cllr Howard.**
  - l) **Football club support for work on Scout Hut.** The Clerk will pursue this with the football club see (h) above. **ACTION – Clerk**
  - m) **Funding for feasibility work at Scout Hut.** Cllr Groom has contacted Dowlas group who will commence background work to progress a feasibility study on the future of the scout hut building. A critical part of this will be stakeholders' requirements which needs further clarification. This not only affects the regular hirers of the building, but also the Parish Council's use of the building as a venue for parties and other events. **CONTINUES.**
  - n) **Photograph of new editor of Hutton Parish News.** Cllr Mrs. White reported that a photograph will appear in the February edition of the magazine. **COMPLETE.**
  - o) **Date for tree work in Phippen Park.** Cllr Porter has arranged for John Wheatley to be on site on Saturday 11<sup>th</sup> Feb. A working party has been arranged to help with the work required. Report at

next meeting. Cllr Groom will contact the Scouts to see if a number of them will be around to help plant the replacement oak tree. **ACTION – Cllr Porter and Cllr Groom.**

**p) Approach Thatchers for donation of trees. See (g) above. COMPLETE.**

**q) Replacement oak tree.** Cllr Porter reported that a replacement tree will be provided and planted when the work is done at Phippen Park on Saturday 11<sup>th</sup> Feb. **COMPLETE.**

## 7) FINANCE

**a) Approval of schedule of accounts for January 2023.** 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 Groom** that the accounts be accepted. **RESOLVED UNANIMOUSLY. Copy signed.**

## 8) REPORT OF COMMUNITY POLICING TEAM.

**a) Report received.** 16 calls recorded in previous month: The Community Policing Team reported that it is very quiet in the villages at the moment. Report shows 5 abandoned 999 calls, 1 assault, 1 harassment, 1 concern for welfare, 1 burglary, 1 animal related and 6 non-specified due to GDPR rules.

**b) Cllr Porter reported on a meeting of Locking Parish Council** which was attended by the Police and Crime Commissioner.

**c) The Clerk reported that a planned meeting with the PCC,** that was open to Parish and Town Councils to be held on 8<sup>th</sup> Feb, has been postponed until later in the year.

## 9) REPORT OF DISTRICT COUNCIL. Councillor Mike Solomon and Councillor Porter.

**a) Cllr Solomon reported on police and local authority powers with regard to members of the travelling community and trespass on land owned by local authorities.**

**b) It was suggested that a close eye is kept on the gates to our public areas,** including allotments and recreation areas to ensure that gates are locked when sites are not in use.

**c) Cllr Solomon reported on the North Somerset Council Executive Group meeting held in January** where both of our District Councillors raised the issue of the proposed 20 mph scheme for the Parish. It was pointed out that the executive group and technical team need to be listening to the Parish Council and District Councillors to understand the issues that we are raising with regards to the proposals. These issues will be discussed at the online meeting tomorrow. See **6(b)**

**d) Fly tipping remains an area of concern.** The Clerk reported that he always reports cases of fly tipping direct to the local authority and to Nick Raymond who is the North Somerset Council Streets and Open spaces team representative. These are normally dealt with in a timely manner.

## 10) REPORT OF PARISH COUNCILLORS AND THE CLERK

### a) Cllr Porter.

#### 1. Planning Issues.

**a) 8 Blue Water Drive Elborough – Proposed erection of 2 storey rear extension after demolition of existing rear conservatory. At this point in the meeting it was RESOLVED to open the meeting to allow the applicants to address the meeting.** All details of the planning applications have been sent to all Councillors. At this point the residents did not have any further comments on the application. It was **RESOLVED** to close the meeting at this point. The application will be **NOTED**, with no objections. **ACTION – Clerk**

#### 2. Hutton in Bloom report.

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

**a) The team met in January.** One of the team has left although two members have been recruited.

**b) Elizabeth Cayford will submit an article for Hutton Parish News.** The article will be asking for further volunteers to assist with watering.

**c) Elborough will be attended twice weekly to help the volunteer who carries out watering of the 16 barrels on site.**

**d) Two events planned for the year:** coffee morning on 10<sup>th</sup> June and a quiz night in the Autumn period.

**e) It was asked if the Elborough representative could contact Louise with a view to promoting Hutton in Bloom in Elborough and encourage sponsorship for the 16 barrels that are planted out and looked after by the one volunteer from the village. ACTION – Cllr Mrs. Dunkley.**

**f) Cllr Porter reported that the team have contacted him with regard to supply price for compost.** All suppliers have now gone over to peat free compost which is more expensive. The pricing has been passed on to the team.

**b) Cllr Mrs Harris. (apologies) The Clerk read out short report sent for the meeting.**

**1. Woodside.**

- a) Book swap shed has been donated by the developers and will be sited shortly. A notice will be posted on social media when this is in place.
- b) Cllr Porter reported that he has had contact with a few residents with concerns which have been passed on to the appropriate authorities.

**2. Dabaso Twinning.**

- a) The annual Wassail event took place on Saturday 21<sup>st</sup> January, starting at 15A Moorcroft Road then on to Walnut Barn for the remainder of the event. The event was very well attended at both venues.

**3. Social Media.**

- a) Nothing to report. The Clerk has asked if the Horticultural Society quiz to be held in the Village Hall on Friday 10<sup>th</sup> Feb could be advertised on social media.

**4. Hutton School. Nothing to report.**

**c) Cllr Howard. (Apologies)**

**1. Scout Hut.**

- a) The Clerk reported on the situation with cleaning of the building. One of the Scouting group leaders has been in contact to say that his daughter, who is also a Junior Leader, would like to be considered for a role in helping to clean the building at weekends following weekday bookings. The role would include cleaning, where needed, and replenishing consumables. Cllr Mrs. Cuthbert raised the question of Control of Substances Hazardous to Health. Cllr Mrs. Cuthbert would be willing to instruct her on the current control methods. The Clerk will need to discuss the remuneration, taking into account the national minimum wage rates and level of work to be done. It was **AGREED** that the Clerk will take this forward to the next stage. **ACTION – Clerk.**
- b) Cllr Dutton asked about the grassed areas and cars using this as a turning circle. The Clerk reported that barriers have now been put in place at the Knightstone Field to stop parents from using this. Additionally the drain has been cleared at the Rhyne. Scout and Guiding group leaders have been asked to close the gate and parents to walk their young people to the building.
- c) The Clerk discussed the two sheds at St Mary's. One of these will be cleared out and moved to the Village Hall to store road signs and cones which are currently out in the open. The Clerk will contact the Scouting and Guiding groups to inform them of this. **ACTION – Clerk.**

**d) Cllr Dutton**

**1. Parish Plan update.**

- a) A draft copy of the report is now being progressed. It was evident that some of the items highlighted by parishioners have been progressed and, in most cases, completed by the Parish Council. **CONTINUES.**
- b) **Not on agenda.** Cllr Porter asked for thanks to Phillipa Penney, for the information she has provided to Parish Councils on the coming election, are minuted. All information provided will go into Hutton Parish News.

**e) Cllr Mrs. White.**

**1. Hutton Parish News.**

- a) February edition is now being progressed. Due to late submissions and the Clerk's holiday absence there will be a delay in the current edition being distributed.

**f) Cllr Cole.**

**1. Nothing to report.**

**g) Cllr Groom.**

**1. Open spaces and Recreation areas.**

**a) Elmhurst play area.**

- i. Phase two has been signed off and work complete. Cllr Groom was happy to see the play area being used. It was stated that work was carried out efficiently and to a good standard. Using spoil to level out the area by the raised drain cover was an idea that came from the contractors on site. This is now ideal for placing a table and bench arrangement over the drain. Phase 3 planning has now started with an application for National Lottery funding that has been submitted. Other funding streams will now be looked at.
- ii. PR letter from Lovells with regard to the provision of fencing to the play area has been amended before it goes out to public release.
- iii. Activity boards are on order and should be about 6 to 8 weeks for delivery.

- iv. Cllr Groom looking at table and bench to cover drain area. **ACTION – Cllr Groom.**
- v. Article for Hutton News has been produced along with photographs.

**b) Springwood area.**

- i. Work schedule will be sent to the Clerk for the handyman to carry out work. **ACTION – Cllr Groom.**
- ii. A new gate and some replacement fencing will be required to tidy up some areas of the borders. This includes the allotments entrance.

**c) Des Phippen Park.**

- i. Tree replacement programme schedule for Saturday 11<sup>th</sup> Feb as reported previously. Cllr Porter asked if before and after pictures could be taken to go in Hutton News. **ACTION – Cllr Groom**

**d) Village Green.**

- i. Cllr Groom carried out a walkaround the quarry site with Steve de Bruin. There are thoughts that the Scouting and Guiding groups may be able to utilise the site for rock climbing and abseiling. There is a fully qualified Scout Leader to organise and control this activity subject to all of the current risk assessments being approved. Some handyman work may be needed to clear the top of the site. Scouts may also be able to help with this. The Clerk will check insurance details and risk assessments. Discussions then followed regarding a possible income stream coming in from the wider Scouting groups who may wish to use the site as well as the Scout Hut. There were also thoughts of a forest school being established at the site with possible income potential. The area would need to be fenced off for security and to separate this area from the rest of the Village Green. These are thoughts for future consideration.

**h) Cllr Mrs Dunkley**

- 1. **Elborough.** Nothing to report.

**i) Cllr Mrs. Cuthbert.**

- 1. **Public Rights of way.** Awaiting update from NSC with regard to footpath from Main Road to Elmhurst Play area. Cllr Dutton outlined an issue that occurred with a lady coming off her mobility scooter on Wassailing night. This was brought to the attention of the Public Rights of Way team. It was felt important to point out that with the amount of externally funded monies and council funds that have been spent on the update to the play area, a safe pedestrian route was essential for people of all abilities.

**j) Clerk to Parish Council.**

**1. Handyperson/Orderly update.**

Lots of work has been going on at the Scout Hut site. Noticeboards and some public benches are being cleaned and given protective coatings. The gate at Jubilee Fields has been made good with concrete posts supporting the main gate post. Posts and fences in Phippen Park have been made good and signs telling people to close the gates appear to be working.

**2. Churchyard Orderly.**

The Churchyard Orderly is now back to work. The petrol mower throttle cable will be replaced and placed back in the shed on site.

**3. Village Hall.**

- a) Major concerns over energy costs have prompted action to try to reduce our outgoings. The Clerk, as Chairman of the Village Hall Committee, briefed Councillors on actions that have been taken. The gas heating has been switched off and electric fan heaters installed in all rooms. These are no substitute for full heating. However, following a lot of research it is estimated that the costs savings will be sufficient to enable us to continue operating as a community facility.

- b) It has also become evident that there is a major water leak somewhere in the supply from the meter to the building, it is hoped that the fault is at the meter end and the responsibility rests with Bristol Water. Bristol Water will be out to check the fault in the next day or so. Insurance should cover any costs if the fault proves to be in the supply in the car park.

- 4. **Community Speed Watch.** No report received. The team are currently on a winter break from operations but will resume monitoring in March. Cllr Mrs. Cuthbert commented on the increased number of large lorries transiting the centre of the village. Cllr Porter indicated that the issue of diversion signs has been raised as vehicles are diverting to avoid the bridge on Winterstoke Road by

coming through the village. They should be going across the airfield site. It is hoped that this will be rectified.

**5. Allotments update.** Vast majority of rents now received with just a small number who have not paid on time. Reminder letters have been sent out to these tenants. There is currently a waiting list of around 15 people waiting for plots.

**6. Local Council elections.** 4<sup>th</sup> May will see local council elections. All information has been passed on. As more notices come in they will be passed on to Councillors and published in Hutton Parish News, website, social media and notice boards throughout the Parish.

**11) CORONATION DAY 6<sup>th</sup> MAY 2023.**

The Clerk indicated that the Coronation is programmed to take place on May 6<sup>th</sup>. The Village Hall will not be available due to the planned Horticultural Society plant sale. The reason for bringing this up was to see what support the Parish Council can give to residents planning street parties or events to celebrate the occasion. It was agreed that the Scout Hut and St Mary's field should be made available free of charge, support would also be offered to organise road closures, printing etc. As an outgoing Parish Council, which will not exist on that date due to elections, it will be up to individuals and groups to arrange any events, with the current Parish Council offering their support where possible. A notice to this effect will be placed in Hutton Parish News.

**12) CORRESPONDENCE.**

Nothing to report.

**13) ANY OTHER BUSINESS**

**There being no further business, the meeting was closed at 8.40 p.m.**

**The next meeting of the Parish Council will be held on Monday 6<sup>th</sup> March 2023.**

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