



Hutton Parish Council

Incorporating Elborough Village, Woodside and Foxglove Meadows

Bruce Poole BA (Hons) FSLCC MMC

Locum Parish Clerk

Parish Office Hutton Village Hall 60 Church Lane Hutton Somerset BS24 9SN

Tel: 01934 813871 – Tuesdays 10.00 am – 4. 00 pm

Out of Hours – 07887802922

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Public Participation

The Chairman welcomed the only member of the public present namely Mrs. Mary Sheppard and although not previously notified she was invited to speak. She referred to footpath AX/18/8.10 which runs between Hutton PC and Bleadon PC. Cllr Cuthbert provided a verbal response as to what action was being taken as far as the Hutton end was concerned.

MINUTES

Minutes of a Meeting of Hutton Parish Council held in the **Legion Room Hutton Village Hall** commencing at **7.00 p.m.** on **Monday 3rd July 2023** when the following business was transacted.

PRESENT Cllr. Dutton Chairman together with Cllrs. Cuthbert Eddins Felts Groom Sills and Mr B Poole Parish Clerk. In addition North Somerset Council Liaison Officer Vanessa Andrews

23.29 To receive and accept any Apologies for Absence.

Cllr. Marie Dunkley & Terry Porter (Family) Barrie Swann (Medical)

23.30 Declarations of interest regarding any item on the agenda in accordance with the Council's Code of Conduct.

23.31 To approve the Minutes of the Parish Council meeting held on Monday 5th June 2023.

Resolved to take as read the recently circulated **Minutes of the Parish Council Meeting held on Monday 5th June 2023** agreed as being a correct record and signed as such by the Chair.

23.32 Matters for information purposes only

Hutton Parish Council - Actions

Date	Minute Reference	Subject Matter	Current Position	Minute Book	Web Site	To Whom	Date Concluded
22/05/23	23.8	Appoint Members - Parish Assets				Cllrs	
	23.13.1	Financial Statement	Accounts Re-constructed			BP	03/07/23
	23.13.3	Check if BP is a signatory	Now a signatory			BP	03/07/23
	23.13.3/4	Asset Register & Insurance	Updating			Cllrs	
	23.13.8	Publication Scheme	To be reviewed			BP	
	23.13.12	Meeting with HVH Management	Work in progress			MC & PD	03/07/23
	23.13.13	Removal of Rubbish	Work in progress			MC & PD	03/07/23

23.33 Chairman's announcements

He reminded everyone that the Council would not be meeting in August.

23.34 Planning

23/P0877/UL	Conversion and part demolition of agricultural building(The Old Dairy (Use Class ±Sui Generis) to create 1 no 3-bedroom dwelling (Use Class C3) along with demolition of stables and the erection of a double garage – The Old Dairy Oldmixon Road Hutton	09/08/23
23/P/1118/FUH	Retrospective application for a single storey flat roof rear extension. Internal modelling to form additional bedroom and en-suite. Replacement of pitched roof covering replacement UPVC external window and doors and removal of existing chimney stacks-109 Oldmixon Road Hutton BS24 9QA	26/07/23
23/P/1284/FUH	Demolition of existing Conservatory. Proposed erection of a rear ground floor extension – parapet wall design with flat roof and a glazed roof lantern. Bi-folding doors to rear elevation – 4 Manor Farm Close Hutton BS24 9XD	15/08/23

23.35 Resolutions

1. To receive a Financial Statement for the year ending 31st March 2023

Received (Copy attached to these minutes as an appendix)

2. To receive the Internal Auditor's Report and note its contents.

Resolved to receive the Report and to note its contents. (Copy already circulated and on website)

(a) To approve the Annual Governance Statement (Section 1)

Approved but members also agreed to take into account the Internal Auditor's Report in respect to Boxes H & I. (Copy on website)

(c) To approve the Accounting Statements (Section 2) (Copy on website)

Approved. (Copy on website)

(d) To set the commencement date for the exercise of public rights.

Resolved that the period be between Wednesday 5th July 2023 until Tuesday 15th August 2023 (Copy on website)

3. To simplify the current banking arrangements by having a Current Account and a Deposit Account (Reserve)

Agreed

4. To resolve placing the lottery funding sum of £10,000 and the previously agreed sum of £5,000 into the Deposit Account

Agreed

5. To co-opt to fill the current vacancy

Noted that the 35 day period had passed and as result North Somerset now needed to be advised of the vacancy

6. To consider the recently received Scout Hut Report.

Noted that it had been received and would now be deemed as work in progress.

7. To consider a request from a neighbour to the Scout Hut to have an adjoining tree cut back.

Agreed that the matter should be investigated forthwith.

8. To receive reports from Council Working Groups

(a) Parish Office Annual Rental

(b) Parish Clerk Appointment

(c) Parish Council Social Media Platforms

All noted as currently being work in progress

23.25 Financial

To retrospectively approve the Schedule of Accounts for Mar/Apr

(1)	Gallagher	Annual Insurane Premium	2845.22	
(2)	British Gas	The Scout Hut - Gas	153.72	7.68
(3)	ICO	Data Protection Fee	35.00	
(4)	British Gas	The Scout Hut – Elec	36.13	1.80
(5)	Defib4Life	Pak Cartridge	93.00	18.60
(6)	Salaries	March 23	1640.46	
(7)	HMRC	PAYE & NI	234.36	
(8)	HVH	Office Rental ½ Yearly	425.00	

(9)	HVH	Meeting - Feb	20.00	
(10)	GB Sports & Leisure	Inspection – March	35.00	7.00
(11)	GB Sports & Leisure	Play Equipment	553.99	110.80
(12)	Mr B Poole	Locum Clerk	497.10	
(13)	Birnbeck Ins	Vehicle Cover Premium	711.90	
(14)	PATA	Payroll Services	129.40	
(15)	Microshade	Citrix Services	170.40	34.08
(16)	Peac	Lease Rental	205.00	41.00
(17)	DVLA	Vehicle Tax	295.00	
(18)	J Goodall & Sons	Hedge Cutting	638.00	127.60
(19)	Scribe	AccountsPackage	1338.00	267.60
(20)	Salaries	April 23	1301.18	
(21)	HMRC	PAYE & NI	132.72	
(22)	Mr B Poole	Locum Clerk	1776.70	
(23)	Spnsec Security	Alarm System	71.79	14.36
(24)	Spansec Security	Alarm System	111.42	22.28
(25)	Instant Print		610.00	

Retrospectively Approved

To retrospectively approve the Schedule of Accounts for May/Jne

(26)	Water2Business	Water Charges	61.00	
(27)	Printing Charges	Leaflet	15.39	3.08
(28)	NatWest Bank	Bank Charges	1.40	
(29)	S Cope	Pension	75.00	
(30)	Gallagher	Insurance (DD)	291.55	
(31)	Water2Business	Water Charges	61.00	
(32)	Zerographic Systems	Printing Lease	95.37	19.07
(33)	Scout Hut	Gas	37.93	
(34)	Scout Hut	Pat Testing	178.98	35.80
(35)	Scout Hut	Electricity	99.00	19.80
(36)	Nat West	Bank Charges	10.85	
(37)	Festival	Marquee Hire	1789.00	357.80
(38)	Salaries	May 23	2199.77	
(39)	HMRC	Tax & NI	1543.57	
(40)	Water2Business	Allotments	61.00	
(41)	Sciut Hut	Gas	32.54	1.62
(42)	Ionos	IT Services	10.00	2.00
(43)	Scout Hut	Electricity	56.41	2.82
(44)	Dowlas	Feasibility Study	1150.00	230.00
(45)	B&M	Paper	7.50	
(46)	BT	Telephone & Internet	439.68	87.94
(47)	Nat West	Bank Charge	10.15	
(48)	Salaries	June 23	2217.89	
(49)	Gratuity			
(50)	Mr B Poole	Locum Clerk	2059.30	

Retrosepctivel Approved

23.26 Reports

- a) Community Policing team.
- b) District Councillors.
Nil reports received
- c) Parish Councillors
 - (i) Andrew Sills
Reminded the meeting that the Dibaso Twining was 25 years old in 2024
 - (ii) Marion Cuthbert

She indicated that the negotiations were reaching a concluding regarding the water leak in the Car Park

(iii) Louise Eddkins

Indicated that North Somerset had recently gave some information for funding for such projects as Village Halls

(iv) Ben Groom

The Council should consider its carbon print.

He would nahding over the invoicing of lettings of the Scout Hut to the Parish Clerk.

The 2nd planted Oak Tree was not looking too healthy.

(v) Peter Dutton

The two panels had now been installed at Elmurst

The future of the office printers are in the process of bing investigated.

He mentioned the Government trial of the Village Orchard

He had written to the District Councillors seeking an update on the requested additional improvements to the village current 20 mph scheme

Discussions were due to take place in erecting a suitabl memorial to late Steve Cope.

Because of the recent accident it wa necessary temporarily to restrict the number of drivers using the village truck.

d) Clerk

An updated 2023-24 Budget was tabled and comments mafe to poit out the changes.

He reminded members of his impending leave from the 3rd to the 11th July 2023.

23.27 Correspondence

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| 1. North Somerset Planning | Planning Applications |
| 2. Vehicle Accident | Insurance |

23.28 Date time and place for next meeting – Parish Council Meeting – Monday 4th September 2023