



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

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Public Participation

The Chairman welcomed those members of the public present namely Mrs. Beverley Mutch and Mr. Tim Latham.

Mrs. Beverley Mutch

Indicated that she had recently provided the Parish Clerk with some pictures which showed some suggestions as how the gap between the lower part of the gate and the ground could be adopted to prevent dogs escaping through the gap. She was duly thanked for the suggestions and the Chairman agreed that the Parish Council would investigate the suggestions further.

Mr. Tim Latham

Outlined what challenges that ensued at the Football Ground when travelers visited the village recently. He set out what was currently being undertaken as a temporary deterrent and the members confirmed that they were happy with the arrangements.

MINUTES

Minutes of a Meeting of Hutton Parish Council held in the **Legion Room Hutton Village Hall** commencing at **7.30 p.m.** on **Monday 4th September 2023** when the following business was transacted.

PRESENT Cllr. Dutton Chairman together with Cllrs. Cuthbert Dunkley Eddins Felts Groom Porter Sills Swann and Mr B Poole Parish Clerk. In addition there were two members of the public present.

23.40 To receive and accept any Apologies for Absence.

None

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

None

23.42 To approve the Minutes of the Parish Council meeting held on Monday 3rd July 2023

Resolved to take as read the recently circulated **Minutes of the Parish Council Meeting held on Monday 3rd July 2023** agreed as being a correct record and signed as such by the Chair.

23.43 Matters for information purposes only

The Clerk provided an update on the current position with the relevant subject matters

23.44 Chairman's announcements

He stated that the past week had been very busy but at the same the general consensus was that the Festival Week had been very successful.

23.45 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 Old Mixon 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	Approved 25/07/23
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 HuttonBS24 9XD	Approved 14/08/23
23/P/1344/FUH	Proposed erection of a first-floor extension to the South elevation and replacement of existing window with doors and a glass balustrade to the East elevation. Proposed installation of new windows and cladding to the first floor and replacement of existing doors with new bi-fold doors at ground floor to North elevation. Proposed enlargement and extension to entranceway surround replacement of front door with new. Replacement of all existing internal windows with new installation of 1no. new window to the West elevation and 1no. roof light to the North elevation. Proposed removal of 2no. stone pillars to the South elevation of the garage and erection of 1no. new stone pillar. Replacement of 3 no. existing garage doors with 2no. new garage doors and installation of 1no. door to the West elevation. Placement of PV panels to the South elevation atop both main house and garage.	Approved 29/08/23
23/P/1429/FUL	Change of use of barn to holiday accommodation. Works to include insertion of doors and windows and first floor level – Land at Walnut Barn 48 Church Lane Hutton	12/09/23
23/P/1489/FUH	Proposed erection of a single storey rear extension. – 47 Woodside Avenue Hutto	19/09/23
23/P/1745/TRCA	T - 1 Holm Oak remove to ground level. Root system damaging retaining wall -5 Hutton Hill Hutton North Somerset BS24 9SX Grid Ref: E 335394 N 158814	26/09/23

23.46 Resolutions

(1) To consider and action the Internal Auditor's 2022-23 Recommendations.

- (a) Ensure that bank reconciliations are prepared routinely are subject to independent scrutiny and sign-off by members.
Confirmed that such action was now in place
- (b) Ensure going forward that the Council hold a minimum of 3 months expenditure as minimum.
Confirmed that this requirement would be actioned during the Budgeting process.
- (c) Ensure that regular financial reports are provided to the council with quarterly reports being formally attached to the Minutes and Website.
See 23.46.2
- (d) To review the Council's Financial Regulations
- (e) To revive the Council's Standing Orders
- (f) To review the Council's Publication Sche
- (g) To review the Council's Code of Conduct
- (h) To review the Council's Internal Controls Policy.
Resolved that members would peruse the listed documents and make any necessary suggestions as to amendments.

- (2) To receive and note the Budget v Spend for three months ending 30th June 2023.
Resolved to not receipt of same
- (3) To consider a request from Mrs. B Mutch of 5 Longleaze Gardens to install a garden gate into Springwood.
Resolved to formally grant permission
- (4) To consider what action the Parish Council can take in order to deter travelers trespassing onto the village open spaces.
Resolved to have further discussions with the Football Club and thereafter consider any resulting suggestions.
- (5) To agree on a Donation Sum to The Royal British Legion for the Village Remembrance Service.
Resolved just to purchase the usual wreath
- (6) To retrospectively confirm acceptance of Wards Tree Surgeons Ltd Quotation in the sum of £320.00 plus vat to reduce Maple located in St Mary's Scout Field Bisdee Road Hutton.
Retrospectively confirmed acceptance of the submitted quotation

23.47 Financial

To retrospectively approve the Schedule of Accounts for July.

(60)	Orderly	Expenses	91.62	
(61)	Village Hall	Hall Hire	20.00	
(62)	Screwfix	Orderly Expenses	4.16	.83
(63)	Water2Business	Allotments	46.50	
(64)	Hutton in Bloom	Bedding Plants	1548.18	309.64
(65)	Amazon	Stationery	138.88	27.78
(66)	Village Hall	Hall Hire	75.00	
(67)	Rent	Car Park	500.00	
(68)	EDF	Street Lighting	337.31	16.85
(69)	J K Gardening	Grass Cutting	512.78	
(70)	Microshade	Audit Fees	250.00	50.00
(71)	Weston Garden Machinery	Maintenance – Battery	318.88	63.60
(72)	J K Gardening	Grass Cutting	512.78	
(73)	J K Gardening	Grass Cutting	512.78	
(74)	Village Hall	Hall Hire	50.00	
(75)	British Gas	Scout Hut - Gas	41.61	2.08
(76)	British Gas	Scout Hut – Electricity	20.50	1.02
(77)	Drainage Board	Drainage Rates	10.85	
(78)	Orderly	Refuse Sacks	12.48	2.50
(79)	Festival Week	Catalogue	690.00	
(80)	Ionos	IT Support	10.00	2.00
(81)	Ionos	IT Support	10.00	2.00
(82)	Ionos	IT Support	10.00	2.00
(83)	British Gas	Scout Hut – Electricity	38.74	1.93
(84)	Microsoft	IT Support	51.30	10.26
(85)	Weston Garden Machinery	LI-ION Battery	203.32	40.67
(86)	Instaprint	Hutton News	335.00	
(87)	Hutton in Bloom	Water Pump	218.75	43.75
(88)	Microshade	IT Support	45.40	9.08
(89)	EDF	Street Lighting	361.65	18.08
(90)	Weston Support Services	Refuse Sacks	98.88	19.78
(91)	Screwfix	Materials	15.80	3.16
(92)	J K Gardening	Grass Cutting	512.78	
(93)	Village Hall	Hall Hire	25.00	

(94)	Bradfords Timber	Materials	79.52	15.90
(95)	PEAC Finance	Printer Lease	205.00	41.00
(96)	Nat West	Bank Charges	4.55	
(97)	HMRC	PAYE & NI	594.16	
(98)	R Sully	Dog Bins	392.00	
(99)	Churchyard	Maintenance	234.12	
(100)	Salaries & Fuel	Handyman	377.45	4.73
(101)	Salaries	Orderly	274.59	
(102)	Salaries	Orderly	124.04	
(103)	Battery Charges	Power	3.15	
(104)	Mr. B Poole	Locum Clerk	2059.30	
(105)	PBWL B	Loan Repayment	1604.86	
(106)	Zerographic Systems	Printing	1339.76	267.95
(107)	Water2Business	Allotments	44.29	2.21

Agreed

To retrospectively approve the Schedule of Accounts for August

(108)	Happy Cups	Festival Week	1910.00	382.00
(109)	BT	Telephone & Broadband	148.75	29.75
(110)	Inkridible	Printing Inks	74.47	14.89
(111)	Bradfords	Materials	28.96	5.80
(112)	Microsoft	IT Support	45.40	9.08
(113)	Ionos	IT Support	10.00	2.00
(114)	Weston Garden Machinery	Oil & Service	22.05	4.41
(115)	Mr. D Jewell	Materials	28.96	5.80
(116)	Village Hall	Hall Hire – Hutton in Bloom	40.00	
(117)	Microsoft	IT Support	40.50	8.10
(118)	J K Gardening	Grass Cutting	512.78	
(119)	HMRC	PAYE & NI	595.37	
(120)	Nat West	Bank Charges	21.00	
(121)	Salaries	Dog Bins	352.00	
		Churchyard	365.44	
		Handyman	535.48	
		Orderly	1005.53	
		Expenses	237.14	
(122)	Mr. B Poole	Locum Clerk	1738.60	
(123)	BT	Telephone & Broadband	90.68	18.13
(124)	R J Harris	Toilet Repair	60.00	
(125)	NS	Election Costs	92.00	
(126)	RMK Electrical Solutions	Festival Pat Testing	260.70	
(127)	HMRC	PAYE & NI	226.20	
(128)	Weston Garden Machinery	Powerload Cutting Head	39.03	7.81
(129)	Bradfords	Drive in Post Spike	26.16	5.23
(130)	Microshade	Hosted Services	45.40	9.08

Approved

23.48 Reports

(a) Community Policing team.

It was noted that only one report had been received to date from the Community Policing Team

(b) District Councillors.

Councillor Porter gave an update on the present position with regard to the Village Bus Service.

(c) Parish Councillors

(i) Cllr. Groom

The Parish Council had been offered a further Oak Sapling.

Stage 3 of the Lottery Funding will need to be concluded by the 24th March 2024

Scout Hut Working Group BG AS MC BS

(ii) Cllr. Felts

Concerned regarding the gravel at the Scout Hut for access by elderly and disabled persons.

(iii) Cllr. Callum

Nothing to raise and left the meeting at 9.02 pm

(iv) Cllr. Cuthbert

She advised members that the gate to car park will at some stage be locked for a period. Users of the hall will have access by way of a code

She will not be present in September.

Currently if present levels of expenditure continue then it will eventual outstrip income.

Some general discussion ensued as to the ownership of the Village Hall

(v) Cllr. Sills

Indicated that he was participating in the Appointment of Parish Clerk Working Group

(vi) Cllr. Eddins

Asked if the Parish Council regularly responded to North Somerset consultancies and took account of the advice and helpful notes contained within NS's Parish Newsletter.

(vii) Cllr. Porter

Gave a further update on the problems associated with the No 10 Bus Service

(viii) Cllr. Swann

Indicated what steps he had taken with drivers parking on pavements.

He also wished to see some progress with the overgrown vegetation.

(ix) Cllr. Dutton

Agreement has been reached with Louise Beamish of the Hutton Bloomers that checks will be made with all those who wish to drive the Truck as to the validity of their driving licence.

Discussion ensued as to whether or not it was necessary to not only advise as to the copy date for the Parish News but also a publication date. It was agreed that this would assist those planning village events to decide whether or not to give advance warning in a future publication.

It was generally agreed that the Parish Council would support another event next year by Dabaso similar to this year.

Still following up on 20 mph proposals with District Councilor Mike Solomon

(d) Clerk

He advised the meeting of the following:

(i) Outcome of a Magazine Complaint

(ii) Problems with some food outlets with what they produced at the Taste of Somerset

(iii) Proposed visit by North Somerset in October to discuss the Corporate Plan.

(iv) Mr. David Hart has informed the Council of his intention to stand down as a Handyman as at the 30th September 2023

(v) That he was expecting the conclusion of the restructuring of the accounts for the 2021/21 and 21/22 AGARs any day. These would then be submitted to the External Auditors

(vi) Account records for the current year are now collated and up to date

- (vii) Bank Statements are now being signed off on a monthly basis and that different councilors are authorising the invoices for payment.
- (viii) Certificates has been received for the Pat Testing at the Scout Hut and the renewal registration with the ICO

23.49 Correspondence

1. UK Debt Management Office PWLB – repayment 31/07/2023 £1604.86
2. Hutton in Bloom - Return of unexpended monies 2022 - £536.53
3. Hutton-Dabaso Twinning Association Newsletter June 2023
4. North Somerset – Best Practice Guidance – Engaging with Town & Parish Councils
5. First Bus – Timetables

23.50 Date time and place for next meeting – Parish Council Meeting – Monday 2nd October 2023