



## Hutton Parish Council

Incorporating Elborough, Hutton and Woodside

Sophie Hooker - Hutton Parish Clerk

12 Hutton Hill, Hutton, North Somerset BS24 9SY - Monday to Thursday 10am-3pm

Email: [Clerk@huttonsomerset.org.uk](mailto:Clerk@huttonsomerset.org.uk) - Tel: 07415 925756 - [www.huttonsomerset.org.uk](http://www.huttonsomerset.org.uk)

25<sup>th</sup> May 2026

To: Chairman: P. Dutton

Councillors: M. Dunkley (Vice Chair), L. Eddins, N. Max, K. McCulloch, A. Sills & T. Porter (District Cllr)

**You are summoned to attend a Meeting of Hutton Parish Council, to be held in the Legion Room, Hutton Village Hall on Monday 1<sup>st</sup> June 2026, commencing at 7pm when the following business will be transacted.**

*Statutory Notice: Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, and any disability), Crime and Disorder, Health and Safety at Work & Human Rights.*

Sophie Hooker - Parish Clerk & RFO

### Public Participation:

Prior to the commencement of the meeting, parishioners may comment on individual agenda items, provided prior notice has been given and the Council approves.

## A G E N D A

**26.18.** To receive **Apologies for Absence**

**26.19. Declarations of Interest** on any agenda items

**26.20. To approve and sign as a correct record the Minutes** of the Annual Meeting of Hutton Parish Council held on Tuesday 5<sup>th</sup> May 2026

**26.21. Matters arising from those Minutes and Action Tracking**

- Electronic Traffic Signs – Cllr L.Eddins
- Stone Barrier located end of Moor Lane – District Cllr T.Porter
- Hutton Hill Wall Inspection – District Cllr T.Porter
- Parish Notice Boards – Cllr K.McCullouch

**26.22. Reports from Working Parties/Committees/Representatives**

- a. Scout Hut
- b. Open Spaces
- c. Hutton in Bloom
- d. Hutton Dabaso Twinning Association
- e. Hutton Parish Festival 2026
- f. Allotments
- g. Hutton Village Hall

**26.23. Reports from Outside Bodies/Conferences/Training** – this item is an opportunity for Councillors to feedback on meetings or training they have attended. Where practicable, written reports will be provided.

**26.24. To note the training, meetings and events available and agree any attendance**

10<sup>th</sup> June 10:00-12:00 > Town & Parish Workshop

9<sup>th</sup> & 12<sup>th</sup> June > Bus Service Improvement Plan - North Somerset Bus User Forums

3<sup>rd</sup> July 10:00-11:30 > Bristol Airport Planning Application - Briefing for Town & Parish Councils

**26.25. Financial**

- a. To receive the Financial Statement of the Audited Annual Accounts for the year ending 31<sup>st</sup> March 2026
  1. To receive the Internal Auditors Report and note its contents
  2. To approve the Annual Governance Statement (section 1)
  3. To approve the Accounting Statements (section 2)
  4. To set the commencement date for the exercise of Public Rights
- b. To review the Parish Councils Banking arrangements
- c. To review the Parish Councils Asset Register
- d. To review the Parish Councils Insurance Policy
- e. To re-affirm acceptance of the Audit and Account Regulations 2015 as amended by the Accounts and Audit (Amendment) Regulations 2021
- f. To receive budget vs spend for 2025-26
- g. To receive Quarter 4 – Budget
- h. To retrospectively approve the following items of expenditure:

	PAYMENT REFERENCE	TOTAL	VAT
34	Scout Hut Roof Repairs - Deposit	£3,606.00	£171.71
35	Water Charges	£53.00	£0.00
36	Insurance	£337.20	£0.00
37	Noticeboard final payment	£924.00	£0.00
38	Scout Hut Cleaning Supplies	£16.28	£2.71
39	HVH Table Display Expenses	£15.95	£2.66
40	Springwood General Works	£672.50	£0.00
41	Scout Hut Carbon Monoxide Detectors	£50.00	£8.33
42	WiFi Extender St Marys	£168.99	£28.17

	PAYMENT REFERENCE	TOTAL	VAT
43	Scout Hut Cleaning Expenses	£47.25	£7.89
44	British Gas - Electricity - Scout Hut	£103.02	£4.90
45	Phone & Home Working Allowance - Parish Clerk	£36.00	£0.00
46	Battery Charging	£9.00	£0.00
47	Completion of Scout Hut Roof Repairs	£5,911.95	£281.52
48	EGO Hedge Trimmer	£266.00	£44.34
49	Annual Insurance 1/6/26 - 31/5/27	£3,172.65	£0.00
50	6 Mar - 5 Apr month 12 PAYE	£648.16	£0.00

**26.26. To consider and comment upon the following planning applications (if any).**

(No planning applications had been received at the time of publication of the agenda)

**26.27. Report of the Chair**

## **26.28. Report of the Parish Clerk**

### Information Items/Correspondence Received/Decision Items

- Hutton Crime Stats
- Updated Parish Council Policies to be reviewed and adopted
- Hutton Village Hall Roof Correspondence
- Footpaths and Hedges
- Memorial Tree request - Village Green
- North Somerset Levels IDB scheduled maintenance

### Action Taken Under Delegated Powers

- Approval given for additional timber fascia boards to be installed as part of the Scout Hut roof repairs following issues identified by the Chair during the renovation work
- Approved purchase of an EGO Cordless Hedge Trimmer, to be kept with Rich Sully

## **26.29. Report of the North Somerset District Councillor**

## **26.30. Report of Councillors (For Information Only and Items for Future Agendas)**

## **26.31. Date of the next meeting(s):**

- Parish Council Meeting 6<sup>th</sup> July 2026, 7pm in the Legion Room, Hutton Village Hall
- Parish Council Meeting 14<sup>th</sup> September 2026, 7.00pm in the Legion Room, Hutton Village Hall