



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 - Tel: 07415 925756 - www.huttonsomerset.org.uk

30th April 2026

To: Chair: P. Dutton

Councillors: M. Dunkley (Vice Chair), L. Eddins, N. Max, K. McCulloch, A. Sills & T. Porter (District Cllr)
Former Parish Clerk & RFO, acting as a contractor: Mr B. Poole

You are summoned to attend the Annual Meeting of Hutton Parish Council, to be held in the Legion Room, Hutton Village Hall on Tuesday 5th May 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

- 26.1. To elect a Parish Council Chair
- 26.2. To receive a Declaration of Office
- 26.3. To elect a Parish Council Vice Chair
- 26.4. To receive **Apologies for Absence**
- 26.5. **Declarations of Interest** on any agenda items
- 26.6. **To approve and sign as a correct record the Minutes** of the Parish Council meeting on Tuesday 7th April 2026
- 26.7. **Matters arising from those Minutes and Action Tracking**
 - Missing Cups
 - Electronic Traffic Signs
 - 20MPH – speed checks
 - Hutton School Meeting - traffic scheme
 - Hutton Village Hall 50th Anniversary
 - Parish Notice Boards
- 26.8. **Reports from Working Parties/Committees/Representatives**
 - a. Scout Hut
 - b. Open Space
 - c. Hutton in Bloom

d. Hutton Parish Festival 2026

e. Allotments

f. Hutton Village Hall

26.9. 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.

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

13 May 2026 10:30 – 12:00 May NST Online Meeting (VCSE/Health Sector)

21 May 14:30 – 15:30 ALCA Clerks & Officers Network

26.11. Financial

a. To receive the Financial Statement of the Audited Annual Accounts for the year ending 31st March 2026, by former PC & RFO Mr Bruce Poole – currently acting as a contractor to finalise the 2026 financial year.

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 note the receipt of the Precept 1st Half Payment from North Somerset Council - £85,000.00

i. To retrospectively approve the following items of expenditure:

	PAYMENT REFERENCE	TOTAL	VAT
1	Grass Cutting	£565.68	£0.00
2	Expenses Scout Hut	£6.85	£1.14
3	HPN Printing	£760.84	£0.00
4	Elec Bill	£88.94	£4.23
5	Gas Bill	£298.01	£14.19
6	ICO	£47.00	£0.00
7	Scout Hut Fire Alarm	£146.70	£24.45
8	Hedge cutting	£125.00	£0.00
9	WFH & Phone	£36.00	£0.00
10	April Battery Charging Expenses	£6.00	£0.00
11	Lease of Land at Bisdee Road	£500.00	£0.00
12	IT Services	£189.65	£31.61
13	FUEL EXPENSES	£49.22	£8.20
14	Church Green Waste Subscription	£70.00	£0.00
15	Website Hosting	£19.20	£3.20
16	Scout Hut Cleaning	£105.00	£0.00
17	GAS SCOUT HUT	£150.13	£7.14

	PAYMENT REFERENCE	TOTAL	VAT
18	Church Green Bin	£70.00	£0.00
19	Travel to Auditor	£41.20	£0.00
20	Water Charges	£53.00	£0.00
21	Insurance	£337.20	£0.00
22	B.Poole Clerk Services	£1,500.00	£0.00
23	April HVH Hire	£90.00	£0.00
24	Churchyard Maintenance Salary - April	£326.97	£0.00
25	Handyman Salaries April	£134.46	£0.00
26	Dog Bin Salary April	£363.25	£0.00
27	Parish Clerk Salary April	£1,479.89	£0.00
28	Village Orderlies Salaries April	£1,275.24	£0.00
29	(DUPLICATE) Defib Pads	£228.00	£38.00
30	HVH FLOOR DONATION	£3,000.00	£0.00
31	(DUPLICATE) LAND LEASE - NSC	£500.00	£0.00
32	(DUPLICATE) SCOUT HUT CLEANING EXPENSES	£6.85	£1.14
33	(DUPLICATE) GRASS CUTTING	£565.68	£0.00

26.12. To consider and comment upon the following planning applications:

Outline Planning Application for a residential development of circa 415 dwellings (Class C3), a new Country Park together with a retail and community facility (Class E and F2), incidental public open space, allotments, new access arrangements to Banwell Road and Old Banwell Road, associated site infrastructure and enabling works, with the proposed accesses provided in detail, other matters of appearance, landscaping, layout and scale reserved for subsequent approval

Land North Of Banwell Road North Of Elborough Village Hutton / Locking

Ref. No: **26/P/0536/OUT** | Received: Tue 10 Mar 2026 | Validated: Tue 07 Apr 2026 | Status: Registered

Consultation Deadline: Thu 07 May 2026

Determination Deadline: Tue 07 Jul 2026

Hybrid planning application (full and outline elements) with Environmental Statement for the expansion of Bristol Airport to enable a throughput of 15 million passengers per annum, operating within a rolling 12 month cap of 99,931 air transport movements and 4,974 night flights between the hours of 23:30 and 06:00. Full application elements comprising: extension of western apron for additional aircraft stands; reconfiguration of central and eastern aprons; construction of a passenger surface level car park for approximately 2,000 vehicles; eastern extension of existing runway by approximately 170m, with repositioned and additional aircraft approach lighting within Felton Common; taxiway and fillet widening to Taxiway GOLF with a realignment at the western runway end; construction of two new taxiways; extension of surface level car rental parking area; expansion of existing Silver Zone car park to provide an additional circa 1,960 block parked vehicle spaces; construction of new surface level staff car park for approximately 1,720 vehicles; highway improvements to the A38, including upgrades to northern access roundabout, construction of a new southern roundabout and widening of the road to accommodate an additional bus lane with dedicated access onto the A38.

Outline application elements comprising of 3no. extensions to terminal building on west, north and east sides; construction of new piers to the west and east of the terminal including an underground walkway; construction of ancillary support buildings; relocated and expanded aviation fuel farm; a pedestrian bridge link; erection of a new baggage building; erection of a maintenance repair and overhaul hangar and ground run up pen; construction of parking decks within Silver Zone car park and car rental facility; minor works within Silver Zone car park; construction of a bus maintenance and washing facility; site wide landscaping, drainage, lighting and other associated infrastructure.

Bristol Airport North Side Road Felton Wrington BS48 3DY

Ref. No: **26/P/0686/OU2** | Received: Thu 26 Mar 2026 | Validated: Mon 20 Apr 2026 | Status: Registered

Consultation Deadline: Sun 28 Jun 2026

Determination Deadline: Mon 10 Aug 2026

25.123. Report of the Chair

25.124. Report of the Parish Clerk

Information Items/Correspondence Received/Decision Items

- Hutton Crime Stats
- Springwood Allotment fence renewal and gate reposition
- Annual Playground Inspections – GB Sports
- Robin Drive, Hutton – Weekend School Field Access
- Become a Parish Councillor Notice

25.125. Report of the North Somerset District Councillor(s)

25.126. Report of Councillors (For Information Only and Items for Future Agendas)

25.127. Date of the next meeting(s):

- Parish Council Meeting June 1st 2026, 7.00pm in the Legion Room, Hutton Village Hall
- Parish Council Meeting July 6th 2026, 7.00pm in the Legion Room, Hutton Village Hall