



HUTTON PARISH COUNCIL


7 BILSBOROUGH MEADOW
PRESTON
PR2 1YY



6th July 2020

NEXT MEETING

Members of the Council are summoned to the PARISH COUNCIL MEETING to be held on
Monday the 13th July 2020 by way of a virtual meeting commencing at 7.30pm


W V Mcenmerney-Whittle (Clerk & RFO)

1. To receive apologies

Please note that as our next meeting is not until the 14th September 2020 any member who cannot attend this meeting is danger of disqualification for non-attendance. The law has not been changed as a result of Covid-19 despite many Councils will not have held meetings for some time, therefore any member who cannot attend this meeting will need to have the reason for their absence formally approved. On this occasion please make sure that you inform the Clerk before the meeting if you cannot make it and let him know why.

To ratify the below delegated decision regarding absence of Cllr Eland

Dave and I are of the opinion that the best way forward would be for me to use my delegated authority to 'accept Cllr Eland's reasons for absence' on behalf of the Council which means that the automatic disqualification will not take place. Cllr Eland has confirmed the reasons for his absence were due to previous commitments and is keen to continue as a member of the Council. I have therefore accepted this and approved the absences. Since the use of delegated authority for this purpose is unprecedented AND in order to ensure transparency I will place an agenda item to our next meeting in order for the Council to ratify the decision which is a 'one off' and solely due to the cancellation of a meeting due to the coronavirus pandemic following implementation of government instructions.

2. To consider and approve the Minutes of the meeting held on 24th February 2020 (enclosed)
3. To receive Declarations of Interest
4. To adjourn the meeting for a period of public participation

Please note that this is a virtual meeting. Residents wishing to make representation or observe proceedings should contact the Clerk in advance to discuss how best they might do this.

5. To approve payment of the following accounts:

Online	Vision ICT	50% New Web Site	597.00
Online	P Heise	Lengthsman Inv 1	227.84
Online	Zurich	Insurance renewal	581.45
Online	S Wiseman	Internal Audit Fee	110.00
Online	P Heise	Lengthsman Inv 2	569.60
Online	K Blezard	Assistant lengthsman	240.00
Online	P Heise	Lengthsman Inv 3	455.68
Online	HMRC	1 st Qtr Tax and NI	860.00
Online	W V McWhittle	1 st Qtr Salary and Expenses	1323.86
Online	K Blezard	Assistant Lengthsman	390.00
Online	Newgate Nurseries	Plants for Beds, Planter etc	1402.15

6. To consider and approve the Internal Auditors report for the year ended 31st March 2020 (enclosed)
7. To receive and approve the Financial Statement to the 31st March 2020 (enclosed)
8. To approve and authorise the Chairman and RFO to sign Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements) being part of the Annual Audit for the year ended 31st March 2020 (enclosed)
9. To consider whether this Council should obtain alternative plant prices from other suppliers for the Autumn planting and beyond.
10. To consider the tree inspection of Long Wood, consider the recommendations and appoint Greenland Tree Care to undertake the work required.
11. To consider whether this Council should purchase an SSL Certificate for its new web site at a cost of £125 first year and £50 per year thereafter
12. To consider obtaining .gov addresses for all members so as to avoid any potential risks with personal data being stored on personal emails creating access issues should there be a statutory need to search those email addresses for FOI or GDPR purposes. Cost £18 per email address per annum.
13. To adopt the enclosed email and internet policy
14. To consider setting up a working group to survey the footpaths in Hutton so as to establish where work is needed so that it may then be prioritised and undertaken under the LCC PROW maintenance scheme by our lengthsmen for which we have now received £500.
15. To consider proposals enclosed to erect a Village Sign and 7 planters by the entrance to the village in the vicinity of Longwood at a cost of £3838.68 and allow a 10% contingency.
16. To adjourn the meeting for Councillors to present any updates on Council related matters:

At each meeting, a period is set aside to enable members of the Council to raise new issues which affect the Parish or to give significant updates on existing matters.

Any member of the Council may speak for up to five minutes within that period.

Please note that any matter raised should not be debated since no decision can be lawfully made during this time.

In respect of any matter which is raised which is not already on the agenda a member or official of the Council may (after the meeting) request a future agenda item be placed setting out specifically what it is the Council is being asked to consider and decide upon.

17. To note that the date of the next meeting is scheduled for the 14th September 2020



HUTTON PARISH COUNCIL

7 BILSBOROUGH MEADOW
PRESTON
PR2 1YY



Minutes of the PARISH COUNCIL MEETING held on
Monday the 24th February 2020 in Hutton Village Hall commencing at 7.30pm

Present: Cllrs Parkes, Harrison, Gilbert, Hesketh and Barton

There was one member of the public present at the start of the meeting.
A representative of Hutton Village Hall attended later

13/20 To receive apologies

Cllrs Martin and Eland

14/20 To consider and approve the Minutes of the meeting held on 13th January 2020 (enclosed)

It was resolved that the minutes of the meeting held on the 13th January 2020 should be approved and signed by the Chairman as a true and accurate record following an amendment to those present which showed the name of Cllr Hesketh twice on the presence list rather than Hesketh and Harrison.

15/20 To receive Declarations of Interest

None

16/20 To adjourn the meeting for a period of public participation

The meeting was adjourned

A question was asked concerning the cost of the new living Christmas tree. It was confirmed that the tree cost £699 plus labour and Vat the latter being reclaimable. Total cost £1290 including VAT

The meeting was reconvened

17/20 To approve payment of the following accounts:

Online	SLCC	1/3 rd Subscription	75.66
Online	Barton Grange	Xmas Tre	1290.00
Online	P Heise	Lengthsman Invoice 10	224.00
Online	34 SP	Domain Renewal and Hosting Fee	110.40
Online	PFK	External Auditors	240.00
Online	Hutton Village Hall	Room Hire	126.00
Online	All Seasons Gardening	Removal of Christmas tree	30.00
Online	Hutton Playgroup	Donation re Remembrance Day R Hire	100.00

It was resolved that the payments mentioned above should be approved

18/20 To appoint Sandra Wiseman as the internal auditor for 2019/20 at a fee of £110.00 and approve the Terms of Reference and Internal Control / Suggested Testing Methodology the relative documents having already been circulated

It was resolved that Sandra Wiseman should be appointed as the Internal Auditor as above.

19/20 To consider and approve the following documents which have already been circulated

- The Council's Standing Orders & Financial Regulations
- The Councils Risk Management Policy Statement 2020
- The Councils Risk Management Register 2020
- The Councils Asset Register 2020
- The Review of the Effectiveness of the Internal Audit and Internal Control 2020

It was resolved that the documents referred to above should be approved

21/20 To confirm that this Council wishes to enter the 2020 Best Kept Village Competition and agree which individual OUTSTANDING entries should be submitted this year (2019 outstanding nominations Ashbridge School and War Memorial by VH entrance)

It was resolved that this Council should enter the competition mentioned above and submit the same individual OUTSTANDING entries

22/20 To receive and approve the enclosed Financial Statement as at 31st December 2019

It was resolved that the Financial Statement mentioned above should be approved

23/20 To consider replacement of this Council's web site with a bespoke fully responsive site which will meet Disability Discrimination Act requirements and could be supplied by Vision ICT a long established firm who specialise in Parish Council web sites at a cost of approx £1000 and create .gov.uk address (see Lea and Cottam web site as example) – a £250 per year management fee would be required to provide ongoing support.

It was resolved that a new web site with a new .gov.uk address should be purchased as described above

24/20 To consider whether this Council wishes to install village signage as per enclosed documentation and if so whether to approve the proposed design and agree in what location(s) at a cost of £1614.69 each plus materials to create appropriate concrete base.

It was resolved that a working party comprising Cllrs Harrison, Barton and Gilbert should be formed to look at the wider aspects of any gateway or other signage including the grassed area in front of the car wash.

25/20 To consider contacting LCC to request that traffic lights should be installed on Hutton roundabout.

It was resolved that an approach should be made to LCC to review aspects of road safety in the vicinity of Hutton roundabout

26/20 To consider how this Council might wish to proceed with financial assistance/guarantees for the VE Day Event which will be organised by the VH Committee.

Prior to any discussion on this item a representative of the VH Committee gave an update on progress with the proposed event. It had been decided that an entrance fee would be charged. It had been roughly Calculated that on a basis of 2000 attendees and stall incomes and sponsorship that the event might be self-funding. Should the required income lines not be forthcoming it was sated that advance payments would only be made up to £1500 before the event might need to be called off. On that basis it was thought that a risk loss of potentially £1500 had to be considered a possibility.

It was resolved that this Council would guarantee to accept 50% of any loss up to a maximum of £750 which would only be paid once a finalised event profit and loss statement had been produced

27/20 To consider whether to publish just 3 editions of Hutton News in 2020 (April, July/August and November). This is to accommodate the late timing of the Spring edition due to the VE Day and Consultation events and the need to give feedback on the consultation plus advertise the Christmas event, all at appropriate times.

It was resolved that the suggestion put forward as above should be approved

28/20 To adjourn the meeting for Councillors to present any updates on Council related matters:

The meeting was adjourned

It was suggested that the installation of Wi-Fi in the VH would be beneficial – an agenda item to be placed for the next meeting.

There was concern that the new 30mph speed limit section of Lindle Lane was not in an ideal position – this to be taken up at the meeting to be arranged under minute 25/20

It was noted that SRBC Cabinet members were available to attend Parish Council meetings if it was felt beneficial and appropriate.

The meeting was reconvened

29/20 To note that the date of the next meeting is scheduled for the 6th April 2020

It was noted that the next meeting is scheduled for the 6th April 2020

The meeting closed at 9.30 pm

Annual Internal Audit Report 2019/20

HUTTON PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

6/5/20 DD/MM/YY DD/MM/YY

SANDRA R WISEMAN

Signature of person who carried out the internal audit



Date 6/5/20

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

FINANCIAL STATEMENT 1ST APRIL 2019 TO 31ST MARCH 2020				
REVISED				
BUDGET	INCOME	£		
47778	Balance b/f 1st April 2019	51332.81		
22000	Precept	22000.00		
70	Bank Interest	172.16		
951	V A T Recovered	1460.28		
	Insurance Receipt	522.16		
	Advert	25.00		
70799	Total	75512.41		
	LESS EXPENDITURE			
120	Hire of Hall for Meetings	126.00		
800	Subscriptions/Registrations	784.43		
7280	Lengthsman	7497.00	EXTRA ASSISTANT LENGTHSMAN	
650	Insurance	625.76		
300	Materials, bulbs etc.	1108.63	BENCH INSTALLS - SKIP SHELTER	
	Vat Recoverable	2628.84		
9300	Salaries inc newsletter	8949.36		
80	National Insurance Employer	5.91		
100	Donations - Poppy Day	200.00	HALL RE REM DAY SERVICE	
300	Postage Telephone & Stationery	407.29		
350	Mileage	284.70		
420	Audit	310.00		
150	Xmas Tree	1260.00	LIVING TREE AND CUT TREE	
72	Bank Charges	72.00		
1200	Newsletter	705.00	ONE ISSUE LESS	
	Car Park Maintenance	1950.00	DRAIN AND KERBING	
2000	Jubilee Garden Planter Maint	2094.80		
	Planters	1705.62	NEW PURCHASE	
1000	Long Wood Maintenance			
	Bench Replacement	1036.94	NEW PURCHASE	
	Bus Shelter Replacement	3571.00	NEW PURCHASE	
400	Xmas / Remembrance Events	164.70		
24502	Total	35488.98		
46297	Balance in hand	40023.43		
	Bank Balance	4645.82		
		35377.61		
	Net Balance	40023.43		

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

HUTTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		Yes	No*	Yes means that this authority:
	Yes	No			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	✓	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

HUTTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	51,295	51,333	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	22,000	22,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,550	2,179	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	8,958	8,955	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	17,554	26,534	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	51,333	40,023	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	51,333	40,023	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	44,177	46,241	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

INSPECTION OF TREES WITHIN A DEFINED AREA BETWEEN THE A59 HUTTON BYPASS AND SAUNDERS LANE, HUTTON



Client: Hutton Parish Council, via the Clerk of the Council, 7 Bilsborrow Meadow, Lea Preston.

Date of Tree Inspection: 25.6.20

Weather conditions: Dry and Hot

REMIT

1. The inspection was carried out as a result of the client's request to carry out a planned update of the previous inspection of 2016.
2. The purpose of the report is to determine the level of risk of harm imposed by the trees on the local road users and general public and to propose works to reduce risks to acceptable levels and thereby help the Parish Council to fulfill its duty of care responsibilities.
3. We are not aware of any previous tree surveys before 2016 but tag numbers on many of the trees suggest that previous inspections may have occurred and work proposed. We are advised that the trees are covered by Tree Preservation Order 2015 No. 1 administered by South Ribble Borough council who for transparencies sake will be made aware of any report findings and proposals.

THE SITE

The trees were viewed from ground level and were in full summer canopy. Hammer investigation techniques were used together with normal VTA methods where appropriate.

The site comprises an .3 hectare area of mature and early mature trees borders by roads and pavements on all sides and being crossed a formal and desire line paths regularly used by children and adults. There is a reasonable diversity of species with mature oak and beech providing 80% of the current canopy cover. The larger mature trees have an overall height of 22m and an average girth diameter of 600mm. While age is difficult to assess the tree group is the remnant part of boundary woodland around the Old Hutton Hall and used to occupy the current space taken by the by-pass. (See Mario 1940s photos)

The breakdown set out below shows the age of the trees and the species at the time of this report

Species	Late mature	Mature	Early mature	Young	Dead/moribund (Yellow spot marked for removal)
Turkey oak		20			
English oak		4	2		
Beech		5	1		
Sorbus			4	20	2
Sycamore	1	1			
Horse Chestnut		1			
Cherry		4	3		
Hawthorn	2				1
Maple		1	1		
Lime		1			

The early mature and young trees are planted nearest the A59 and date from the 1980s

INVESTIGATION METHODS AND QUANTIFIED TREE RISK ASSESSMENT (QTRA)

1. The methodology used, is to assess the tree conditions using VTA methods and a sonic hammer and then to proceed to use Digital Microprobe Techniques to identify basal or butt decay if required.
2. The urgency of the required work has been rated using the Quantified Tree Risk Assessment System of which we are licensees. The system involves assessing the condition of the tree and the type of possible failure, the use of the site and the proximity of people and buildings and the assessed likelihood of tree failure. In consideration of the risks associated with the trees I have applied the Quantified Tree Risk Assessment methodology (Ellison 2005), details of which can be supplied to you if required.
3. Having considered generally perceived levels of acceptable and unacceptable risk reported in various literature, we propose that a risk of significant harm of 1 in 10,000 is a reasonable and broadly acceptable risk of harm that might be imposed upon people who have no control over the source of a risk. Risks identified which are greater than this will be referred to in the report and will require action on the part of your contractors. In certain instances while risks may be low the required works refer to matters of amenity and long term tree and property maintenance

FINDINGS AND RECOMMENDATIONS

1. Oak trees have a tendency to develop a scatter of dead branches in the canopy which are shed usually in high winds. The size of the deadwood can exceed 100mm diameter and evidence of the oak deadwood is shown on the woodland floor. Branches can be longer than 2m. The dead branches are decayed and desiccated and are relatively light when they hit the ground but will still cause harm landing on a person or a car roof. It is often necessary to remove the deadwood over 25mm diameter in parks and gardens every 10-15 years.
2. We have suffered 8 weeks of very little rain in April and May at a time when trees can suffer drought stress. This will have increased the deadwood creation in the canopy. A total of 13 of the oaks, 1 sycamore and 1 Beech have deadwood in the canopy with a diameter of more than 50mm. It is most likely that these dead branches will fail during high winds and during the night when there may be fewer people than normal walking through the woodland. The risk of harm is still present but we would rate it as low. The trees with deadwood have been marked with a red spot to enable a contractor to provide you with a cost for carrying out a deadwood removal.
3. Three small trees have been marked with a yellow spot and should be removed and possibly replaced. The reasons for the tree failure was lack of light where young trees have been planted under the canopy of larger mature trees.
4. T89, an oak located on the plan has a low canopy which will encourage children to swing or play on the tree. We would recommend that the lower two limbs are reduced to provide at least 3m clearance to the ground.
5. T0244 is an oak close to a young maple developing a phototropic lean. (see plan and photo to right/below) The part of the oak canopy obstructing the maple should be removed. The maple will then straighten. If it is not given more light the tree will continue to lean and in time may be removed.

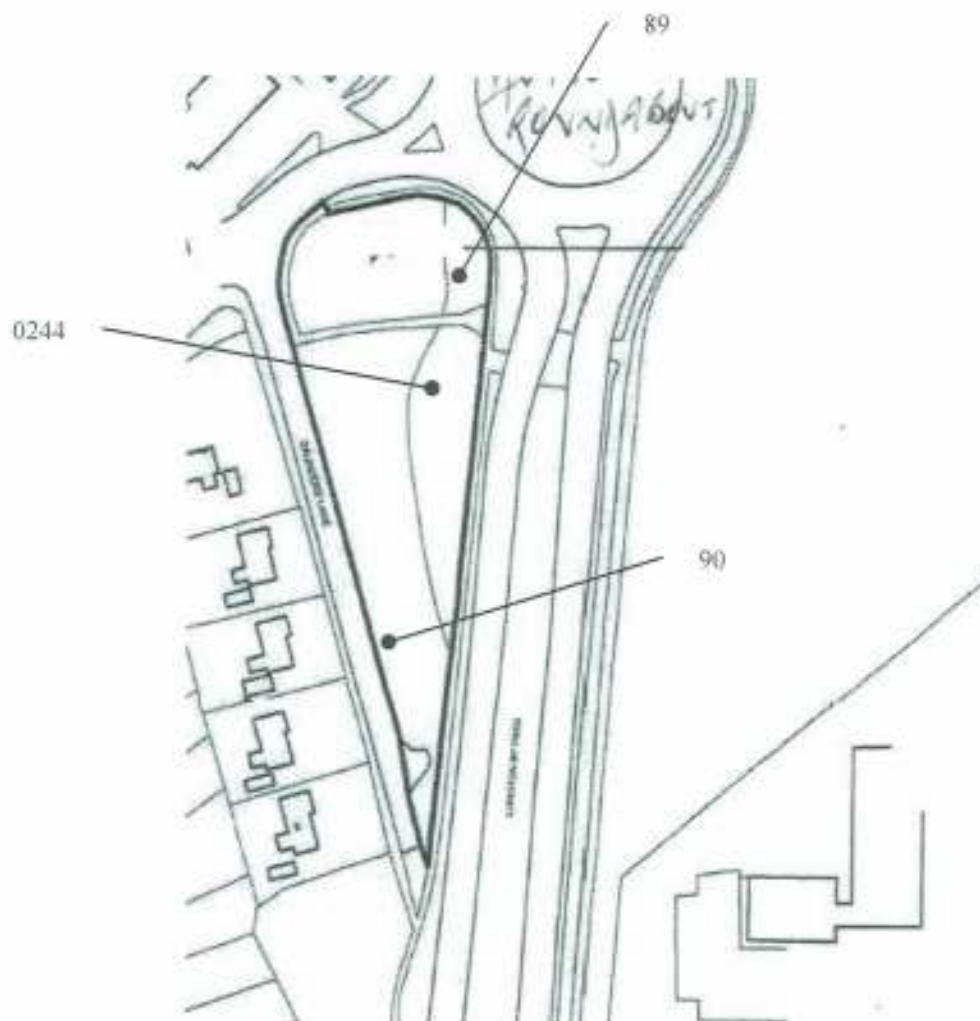


6. T90 is a mature oak with its canopy obstructing the future growth of a sorbus. (See Location on plan) The oak limbs overreaching the sorbus should be reduced. Sorbus does well in full light but not in shade.
7. Contractors working in a mature wood with trees with deadwood and small cavities will need to be aware of Bats which are protected species (it is a criminal offence to hurt, unharm or handle a bat) and will have a code of conduct regarding bat inspections and licensed bat handlers.

CHOOSING A CONTRACTOR

The ground conditions would favour a climbing team rather than the use of work platforms so high level competence and speed is required. We would recommend searching *the find a contractor* section from the Arboricultural Association Website. www.trees.org.uk where local firms can be found to offer prices

SITE PLAN



No tree can be regarded as SAFE but surveys are able to identify the likelihood of failures and future failure scenarios. It is our view that no trees present a significant hazard at the present time but the removal of deadwood from the oaks will reduce complaints from the public.

The tree condition and plantation development should be inspected again in June 2024 or after high winds or limb failure.

Please let us know if we can be of further assistance

Ken Linford
Consulting Arborist

TREE CHECK LTD
252 LEYLAND LANE
LEYLAND
LANCS
PR26 1XL

01772 621435

HUTTON PARISH COUNCIL

EMAIL INTERNET AND COMPUTER USE POLICY AND PROCEDURES JUNE 2020

Hutton Parish Council ("the Council") provides email facilities for use by Cllrs who have access to a desktop, laptop, or other mobile devices. This document sets out the Council's policy for the use of these facilities in compliance with the General Data Protection Regulation (GDPR).

The objectives of this policy are to ensure that the facilities are used:

- In accordance with the values, principles and standards of the Council
- To ensure GDPR is complied with by ensuring ONLY Hutton Parish Council approved email accounts are used for Council business
- So as not to incur legal liability
- So as not to threaten the integrity of the Council's IT services

The policy applies to all Hutton Parish Council Councillors who are required to sign to indicate their acceptance of the policy content.

Access to Cllr's email accounts is restricted to the individual user and MUST not be shared accounts.

- The access of each user is controlled by means of their own password
- Passwords MUST be kept confidential and not disclosed to others as disclosure could result in email misuse being attributed to the owner of the password.
- Care should be taken not to leave a device that is connected to Cllr emails unattended or unlocked.
- Breaches of security of the computer system might result in action from the Information Commissioners Office (ICO)
- For the further protection of third-party personal data all files containing names, telephone numbers, addresses and email addresses should be password protected so that it cannot be accessed or released to other third parties.
- **Third party personal data as described above must not be released to any other third party as this would constitute a GDPR breach.**

The following guidance provides information in respect of the use of the Council's email and should be read in conjunction with other policies eg GDPR and Document Retention. Care must be exercised at all times since many of the following prohibited activities may breach the Code of Conduct and/or prompt action by the ICO.

- Be aware that once an email has been sent to an individual outside the Council, it is beyond the Council's control and is therefore not guaranteed to be confidential
- Do not send or forward any material that is obscene, defamatory or hateful, or which is intended to annoy, harass or intimidate others
- Do not send or forward emails which are likely to damage the reputation of the Council
- Do not send or forward electronic chain letters
- Do not send soliciting emails that are unrelated to Council activities
- Do not use Hutton Parish Council emails for personal use.
- Be aware that email is not a secure method of transmission – it should not be assumed that any email communication is secure or private therefore users should take this into account when emailing confidential or sensitive information

The following information is considered to be "best practice"

- Be selective, especially when deciding who should be copied in on an email – this is to ensure that only those who really need it receive it. This avoids wasteful emails and wasted time and resources.
- Ensure that each email has a specific target audience – put in the main address box all those recipients where a response might be required and in the copy box those recipients where it is for information only and no response is required.
- Items received for information only (FIO) or where you are copied should not normally be responded to unless the content raises an issue which the Council need to decide upon – in this case contact the Clerk for consideration of how this might be done.
- Take time out on a regular basis to delete old or unwanted items from mailboxes – this is essential to help keep mailboxes organised and ensures that GDPR and the Council's Retention Policy is complied with.
- Always use the correct subject line in your message – messages relating to other than the subject line may be more difficult to retrieve later
- Consider the tone and language used, use plain English and avoid using capitals throughout as this is the equivalent of shouting.

Upon receipt of a FOI request or SAR (GDPR) or any other statutory requirement it may be necessary for access to be given to the email account that you have been allocated by Hutton Parish Council in order to allow the Council to fulfil the lawful request. You will be advised by the Chairman and Clerk if this is necessary.

I acknowledge that I have received, read and understood the Council's Email, Internet and Computer Use Policy.

IN FEBRUARY COUNCILLORS TASKED COUNCILLOR GILBERT, BARTON AND HARRISON TO LOOK AT WAYS OF IMPROVING THE LAND IN FRONT OF THE CAR WASH AS A FEATURE TO ENHANCE THE APPEARANCE TO THE VILLAGE.

WE STARTED AT LOOKING AT 3 OPTIONS.

OPTION 1 TO PLANT SHRUBS ON THE LAND

OPTION 2 TO RAISE THE LAND FOR A FLOWER BED AND EDGE IT WITH RAILWAY SLEEPERS

OPTION 3 PLACE SELF WATERING PLANTERS ON THE SITE

AFTER WE CARRIED OUT A TEST ON THE LAND OPTIONS 1 AND 2 HAD TO BE DROPPED AS THERE ARE TOO MANY UNDERGROUND CABLES.

OPTION 3 WAS THE ONLY OPTION FOR US. AFTER WE RECEIVED THE LATEST CATALOGUE FROM AMBEROL WE FOUND THE IDEAL PLANTERS FOR THE SITE, THEY ARE A TWO TIERED PLANTER WITH PLENTY OF SPACE TO GIVE A GOOD SHOW OF COLOUR WITH HEIGHT THROUGHOUT THE SUMMER, WE ALSO SOUGHT APPROVAL FROM THE CAR WASH TO ALLOW PETER TO USE WATER TO FILL THE RESERVOIRS OF THE PLANTERS.

WE THINK THEREFORE WE SHOULD HAVE 4 OF THESE PLANTERS ON THE LAND IN FRONT OF THE CAR WASH. WE ALSO THOUGHT WE COULD DO THE SAME ON THE GRASSED AREA IN FRONT OF LONGWOOD WHICH WOULD HAVE HAD 3 OF THE SAME TWO TIER PLANTERS, HOWEVER WE FOUND OUT THAT PETER IS NOT ALLOWED TO RUN A HOSE PIPE ACROSS LIVERPOOL ROAD.

BUT WE THINK THAT WE COULD HAVE 3 SINGLE TIER PLANTERS ON THE LAND IN FRONT OF LONGWOOD THESE HAVE A RESERVOIR OF 48 LTRS. I AM SURE THAT AFTER THE INITIAL FILL UP PETER WILL NOT NEED TO PUT THE SAME QUANTITY IN EVERY WEEK HE MAINTAINES THEM, MY GUESS IS THAT A 25 LTR CONTAINER OF WATER WILL BE SUFFICIENT FOR EACH PLANTER, THIS WILL NOT BE A PROBLEM FOR PETER AS HE HAS BEEN WATERING THE CHRISTMAS TREE WITH A 25 LTR OF WATER THROUGHOUT THE RECENT DROUGHT EVERY WEEK.

WE ALSO BELIEVE TO ENHANCE THE ENTRANCE TO HUTTON FURTHER WE SHOULD HAVE THE VILLAGE GATEWAY SIGN PREVIOUSLY DISCUSSED AND COUNCIL DEFERRED THE SUGGESTION IN FEBRUARY.

SO WHERE WOULD WE SITE THE VILLAGE SIGN? AS EACH PLANTER WOULD BE EQUALLY SPACED ON THE GRASSED AREA IN FRONT OF LONGWOOD THE VILLAGE SIGN WOULD BE IN LINE WITH THE MIDDLE PLANTER ABOUT 1mtr IN FROM THE FOOTPATH IN LONGWOOD.

SO WE ASK COUNCIL TO APPROVE THE PROPOSAL THAT WE COMMIT TO DEVELOPONG THE ENTRANCE TO HUTTON AS FOLLOWS

4 2 TIER BARREL PLANTERS BRL-2T @ £ 1426.00

3 SINGLE TIER PLANTERS BRL- 1P @ £ 561.75

COMPOST 33 BAGS TOTAL £128.50

GLASDON GATEWAYS SIGN FOR HUTTON £1614.69

TOTAL COST £3730.94

*PWS JANUARY
AMBEROL* £3836.68 *KNOWLE SAT.*

Barrel Planter

The Amberol Self-watering Barrel is natural looking with an authentic finish and looks perfect outside grand civic buildings, in busy public spaces, and on the village green. The barrel is splinter free and safe, it doesn't rot and fall apart, nor does it lose its colour, rust or leave a mess. Now available in two sizes, half barrel and the new two tier version.



Product Code	Dia. mm	Depth mm	Compost (litres)	Water (litres)	Total Weight* (kg)
A BRL-OP	630	450	100	21	81
B BRL-1P	860	510	175	48	160
C BRL-HP	850	510	60	22	64
D BRL-2P	860	1250	275	69	241

Imperial Hanging Basket



Product Code	Diameter mm	Depth mm	Compost (litres)	Water (litres)	Total Weight* (kg)
IMP-OP	500	320	20	7	21
IMP-OP Chain	500	320	20	8	22

Wicker Hanging Basket



Product Code	Diameter mm	Depth mm	Compost (litres)	Water (litres)	Total Weight* (kg)
WKR-OP	440	280	15	6	17

Stone Trough

Moulded from a genuine century's old stone trough, the Amberol Stone Trough is perfect in heritage locations, aesthetically blending with its surroundings creating the desired authentic look.



Product Code	Length mm	Width mm	Depth mm	Compost (litres)	Water (litres)	Total Weight* (kg)
TRO-1P	1050	600	440	75	60	122

Town Entry Planter



Please contact Amberol to ensure you order the correct size product.

Product Code	Length mm	Width mm	Depth mm	Compost (litres)	Water (litres)	Total Weight* (kg)
TEP-1P	1000	260	240	35	15	39
TEP-2P	1270	260	240	45	19	50
TEP-3P	1500	260	240	54	23	59



Rocks

Product Code	Length mm	Width mm	Height mm	Total Weight* (kg)
ROC-OP	97	72	63	6.5

* Total Weight quoted should be treated as indicative in normal conditions, which may vary with different weather and planting conditions. Capacities quoted are approximate and for guidance only.

For Brackets go to page 23.

Enquiry line
01773 830930

E-mail
sales@amberol.co.uk

Online
amberol.co.uk

Scale 1:14



1800mm



YELLOW
WHITE OR
GREEN
BACKGROUND
FEATURE

Parish of
HUTTON
County of Lancashire

HISTORICALLY NAMED HUT-TON IN 1150 AD

Concrete foundations:
500 x 500 x 500mm

Gateway overall dimensions:
Height: 2900mm
Width: 1700mm

Sign dimensions:
Height: 1490mm
Width: 1670mm

Village sign dimensions:
Height: 600mm
Width: 1200mm

Crest dimensions:
Height: 525mm
Width: 430mm

Bottom sign dimensions:
Height: 105mm
Width: 1350mm

NOTE: THIS SIGN MEETS THE MINIMUM
REQUIREMENTS OUTLINED BY THE DfT & TSRGD

Scale 1:14



Gateway overall dimensions:

Height: 2900mm

Width: 1700mm

Sign dimensions:

Height: 1490mm

Width: 1670mm

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Height: 600mm

Width: 1200mm

Crest dimensions:

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Width: 430mm

Bottom sign dimensions:

Height: 105mm

Width: 1350mm

1800mm

HISTORICALLY NAMED HUT-TON IN 1150 AD

NOTE: THIS SIGN MEETS THE MINIMUM
REQUIREMENTS OUTLINED BY THE DfT & TSRGDConcrete foundations:
500 x 500 x 500mm




Quote

Mr George Hutton
Hutton Parish Council
7 Blisborough Meadow
Lea
Preston
Lancashire
PR2 1YY

Account Code: 590099307

03/02/2020
EQ70028241

Telephone: 01253 600411
Email: Dean.Brett@glasdon-uk.co.uk

	Qty	Unit Price	Total Price
 Glasdon Ornate Gateway manufactured from rigid Everwood, wood effect material in Dark Oak, 2.3m height (1.8m above ground), and 1.7m width complete with one horizontal slot and ornate sign to read 'Parish of HUTTON County of Lancashire' and a separate sign below to read 'HISTORICALLY NAMED HUT-TON IN 1150 AD' with the village crest situated above on a Yellow background. *Please note the bottom bar sign will have to be only partly situated on the bottom bar to allow the sign to be attached by the brackets. *Please refer to the attached visual. Product Information Product News Product Videos Product Warranty	1	£1,614.69	£1,614.69

(Images shown are examples only, your final product will vary depending on specification)

All details will remain firm until 04/03/2020

Delivery to be confirmed upon receipt of order.

Please refer to the **Conditions of Sale**.

Carriage to LANCASHIRE	£0.00
Total (including VAT)	£1,614.69

[Click here to proceed with this quote using a credit card or by paying on account](#)

Company Reviews

As part of Glasdon's commitment to exceptional customer service, as well as our responsibilities as an ISO9001 certified company, we invite customers to complete a Customer Satisfaction review.

We ask customers to rate our performance on a scale of 1-5: how we handled their initial enquiry, delivery performance, product quality, after sales service and overall satisfaction with the process.

Please read some of our reviews [here](#)...

Brochures



Our Products



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www.glasdon.com

Glasdon UK Limited, Preston New Road, Blackpool, Lancashire, FY4 4UL