



HUTTON PARISH COUNCIL

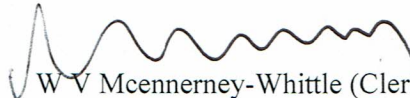
7 BILSBOROUGH MEADOW
PRESTON
PR2 1YY



7th September 2020

NEXT MEETING

Members of the Council are summoned to the PARISH COUNCIL MEETING to be held on Monday the 14th September 2020 by way of a virtual meeting commencing at 7.30pm


W V Mcennerney-Whittle (Clerk & RFO)

1. To receive apologies
2. To consider and approve the Minutes of the meeting held on 13th July 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:

On Line	Unity Trust	Bank Charges to June 2020	18.00
On Line	Newgate Nurseries	Plants for Gardens etc	42.14
On Line	Tree Check Ltd	Long Wood Risk Assessment Report	588.00
On Line	Defib Store	Replace Pads etc	207.60
On Line	P Heise	Lengthsman Invoice 4	495.98
On Line	K Blezard	Assistant Lengthsman July	414.46
On Line	Vision ICT	Final Invoice Web Site / Domain	744.60
On Line	P Heise	Lengthsman Invoice 5	455.68
On Line	K Blezard	Assistant Lengthsman August	400.00

6. To receive and approve the Financial Statement to the 30th June 2020 (enclosed)
7. To consider the quotations for Autumn planting which will hopefully be available at the meeting and decide where the plants should be purchased from this Autumn and in the future.
8. To consider the following in the light of the continued Covid-19 pandemic restrictions:
 - Whether it is possible to undertake the usual Xmas Event
 - What arrangements might be put in place for the usual Remembrance Day Event
 - Whether it is now feasible to issue a Newsletter
 - Whether a cut Xmas tree should be purchased and erected as last year
9. 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.

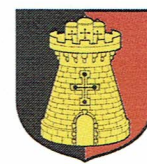
In respect of any matter which is raised which is not already on the agenda a member or official of the Council may (after the meeting) request a future agenda item be placed setting out specifically what it is the Council is being asked to consider and decide upon.

10. To note that the date of the next meeting is scheduled for the 19th October 2020



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PR2 1YY



Minutes of the PARISH COUNCIL MEETING held on
Monday the 13th July 2020 by way of a virtual meeting commencing at 7.30pm

Present: Cllrs Barton, Parkes, Gilbert, Eland, Martin and Harrison

There were no members of the public present.

30/20 To receive apologies

Cllr. Hesketh was unable to attend due to technical difficulties. The reason for his absence was approved

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.

It was resolved that the above decision should be ratified

31/20 To consider and approve the Minutes of the meeting held on 24th February 2020 (enclosed)

It was resolved that the minutes of the meeting held on the 24th February 2020 should be approved and signed by the Chairman as a true and accurate record.

32/20 To receive Declarations of Interest

None

33/20 To adjourn the meeting for a period of public participation

There were no members of the public present.

34/20 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

It was resolved that the payments mentioned above should be approved.

35/20 To consider and approve the Internal Auditors report for the year ended 31st March 2020

It was resolved that above report should be approved.

36/20 To receive and approve the Financial Statement to the 31st March 2020 (enclosed)

It was resolved that the Financial Statement referred to above should be approved.

37/20 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)

It was resolved that the Council should approve the documentation referred to above and authorise that the Chairman, Clerk and RFO should sign the same.

38/20 To consider whether this Council should obtain alternative plant prices from other suppliers for the Autumn planting and beyond.

It was resolved that alternative prices should be sought however since planting was not the same each year this should be done on a comparative basis covering a range of suitable plants a schedule for which the lengthsman will be asked to draw up.

39/20 To consider the tree inspection of Long Wood, consider the recommendations and appoint Greenland Tree Care to undertake the work required.

It was resolved that Greenland Tree Care should be invited to tender for the work along with two other suitable contractors.

40/20 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

It was resolved that an SSL certificate should be purchased.

41/20 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.

It was resolved that this item should be deferred pending further enquiries by Cllr Martin into possible cheaper alternatives.

42/20 To adopt the enclosed email and internet policy

It was resolved that the policy referred to above should be adopted.

43/20 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 lengthsman for which we have now received £500.

It was resolved that a working group comprising Cllrs Parkes, Martin and Eland should be formed to undertake the survey referred to above.

44/20 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.

The item mentioned above was withdrawn for the time being.

45/20 To adjourn the meeting for Councillors to present any updates on Council related matters:

The meeting was adjourned

It was noted that a fallen tree remained on the central reservation between the Anchor Inn and Ratten Lane. The Clerk will report this to SRBC.

It was noted that the Facebook page is now up and running and can be update as appropriate. Cllrs Eland, Martin and the Clerk are the administrators.

The wildlife and pond area were recently discussed with SRBC. Chris Harrison (SRBC) will contact professionals who may be interested in becoming involved. The lengthsman has done some works. Progress with the pond has been slow due to the lockdown.

There is to be Zoom meeting of the CIL working group soon. A new plan for consultation on the use of the funds is to be drawn up.

The meeting was reconvened

46/20 To note that the date of the next meeting is scheduled for the 14th September 2020

It was noted that the next meeting is scheduled for the 14th September 2020

FINANCIAL STATEMENT 1ST APRIL 2020 TO 30 JUNE 2020				
BUDGET	INCOME	£		
39591	Balance b/f 1st April 2019	40023.43		
22500	Precept	22500.00		
60	Bank Interest	35.28		
2093	V A T Recovered	2628.84		
	Prow Grant	500.00		
64244	Total	65687.55		
	LESS EXPENDITURE			
120	Hire of Hall for Meetings			
600	Subscriptions/Registrations	22.22		
7500	Lengthsman	1883.12		
650	Insurance	581.45		
800	Materials, bulbs etc.			
	Vat Recoverable	333.19		
9500	Salaries inc newsletter	2124.84		
30	National Insurance Employer			
100	Donations - Poppy Day			
350	Postage Telephone & Stationery	21.20		
350	Mileage	15.60		
	New Web Site	497.50		
450	Audit	110.00		
200	Xmas Tree			
72	Bank Charges	18.00		
1000	Newsletter			
2000	Jubilee Garden Planter Maint	1168.46		
1000	Long Wood Maintenance			
	Bench Replacement			
	Bus Shelter Replacement			
400	Xmas / Remembrance Events			
25122	Total	6775.58		
39122	Balance in hand	58911.97		
	Bank Balance	23499.08		
		35412.89		
	Net Balance	58911.97		