



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

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The meeting closed at 9.30 pm