



# HUTTON PARISH COUNCIL

7 BILSBOROUGH MEADOW  
PRESTON  
PR2 1YY



29<sup>th</sup> March 2022

## NEXT MEETING

Members of the Council are summoned to the PARISH COUNCIL MEETING to be held on  
Monday the 4<sup>th</sup> April 2022 at Hutton Village Hall 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 28<sup>th</sup> February 2022 (enclosed)
3. To receive Declarations of Interest
4. To adjourn the meeting for a period of public participation

*Any member of the public may speak for up to 5 minutes within the overall time allocated.*

*Please note that any representation or matter raised does not require any response from the Council and should not be debated since no decision can lawfully be made during this time.*

*A member of the public is any person present other than a member or official of the Council.*

*A member or official of the Council may (after the meeting) request a future agenda item be placed setting out what it is the Council is being asked to consider and decide upon*

5. To approve payment of the following accounts:

09/02/2022 P HEISE LENGTHSMAN WKS 41 - 44	ONLINE	49	457.60
23/03/2022 LBKVC ENTRY FEE	ONLINE	50	25.00
23/03/2022 HUTTON PLAYGROUP DONATION IN LIEU OF ROOM HIRE	ONLINE	51	100.00
23/03/2022 P HEISE LENGTHSMAN WKS 45 - 48	ONLINE	52	457.60
28/03/2022 P HEISE LENGTHSMAN WKS 49 - 52	ONLINE	53	457.60
28/03/2022 INLAND REVENUE	ONLINE	54	1028.80
28/03/2022 NEWGATE NURSERIES	ONLINE	55	144.00
28/03/2022 W V MCWHITTE SALARY EXPENSES	ONLINE	56	1504.18
31/03/2022 BANK CHARGES	ONLINE	57	18.00

6. To receive an update concerning the Village Hall Committee plans for this year's fete and also a BBQ Event to celebrate the Queen's Jubilee and then consider what support or involvement might be appropriate by this Council

7. 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.*

8. To note that the date of the next meeting is scheduled for the 16<sup>th</sup> May 2022 .



# HUTTON PARISH COUNCIL

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Minutes of the PARISH COUNCIL MEETING held on  
Monday the 28<sup>th</sup> February 2022 at Hutton Village Hall commencing at 7.30pm

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

There were no members of the public present

01/22 To receive apologies

*None*

02/22 To consider and approve the Minutes of the meeting held on 6<sup>th</sup> December 2021 (enclosed)

***It was resolved that the minutes of the meeting held on the 6<sup>th</sup> December 2021 should be approved and signed by the Chairman as a true and accurate record.***

03/22 To receive Declarations of Interest

***Cllrs Martin and Eland declared a personal and prejudicial interest in item 14 on the agenda since they are both Committee Members of Hutton Village Hall who were making the request. They did not take part in the debate or voting on this item.***

04/22 To adjourn the meeting for a period of public participation

*There were no members of the public present*

05/22 To approve payment of the following accounts:

22/11/2021	NEWGATE NURSERIES	ONLINE	33	5.04
22/11/2021	ROYAL BRITISH LEGION	ONLINE	34	100.00
22/11/2021	KJ BLEZARD ASSIST LENGTHSMAN	ONLINE	35	294.00
22/11/2021	P HEISE LENGTHSMAN	ONLINE	36	457.60
10/12/2021	CPRE ANNUAL SUBSCRIPTION	ONLINE	37	36.00
16/12/2021	SLCC 1/3 SUBSCRIPTION	ONLINE	38	90.00
16/12/2021	P HEISE LENGTHSMAN	ONLINE	39	457.60
16/12/2021	W MARTIN XMAS EVENT RE-IMBURSEMENT	ONLINE	40	118.61
16/12/2021	PARKES REMEMBRANCE EVENT RE-IMBURSEMENT	ONLINE	41	50.03
16/12/2021	WV MCWHITTLE SALARY - 3RD QTR	ONLINE	42	1363.64
16/12/2021	HMRC - 3RD QTR	ONLINE	43	889.27
16/12/2021	VIV HASTEWELL FINAL SALARY	ONLINE	44	131.50
31/12/2021	BANK CHARGES	ONLINE	45	18.00
25/01/2022	HUTTON VILLAGE HALL HIRE	ONLINE	46	84.00
25/01/2022	P HEISE LENGTHSMAN	ONLINE	47	228.80
25/01/2022	PRINTING WORLD NEWSLETTER	ONLINE	48	364.00

***It was resolved that the payments referred to above should be approved***

06/22 To approve the Financial Statement of Accounts as of 31<sup>st</sup> December 2021

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



07/22 To appoint Sandra Wiseman as the internal auditor for 2022/22 at a fee of £115.00 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 outlined above and that the documentation also referred to above should be approved***

08/22 To consider and approve the following documents which have already been circulated

- The Councils Risk Management Policy Statement 2022
- The Councils Risk Management Register 2022
- The Councils Asset Register 2022
- The Review of the Effectiveness of the Internal Audit and Internal Control 2022

***It was resolved that the documentation referred to above should be approved***

09/22 To confirm that this Council wishes to enter the 2022 Best Kept Village Competition and agree which individual OUTSTANDING entries should be submitted this year (last year outstanding nominations were Ashbridge School and War Memorial by VH entrance)

***It was resolved that this Council should enter the BKVC and that the same outstanding nominations should once again be put forward.***

10/22 To approve that Keith Blezard should once again be appointed as the Assistant Lengthsman for 8 hours per week between 1<sup>st</sup> April and 31<sup>st</sup> October 2022 at a rate of £10.50 per hour, the hours normally being worked over two days.

***It was resolved that Keith Blezard should once again be appointed as set out above.***

11/22 To consider the enclosed working group consultation report and agree that the items marked 'R' should be investigated further with SRBC and such proposals as may be forthcoming presented to a future meeting for approval and to be known as the Hutton Village Regeneration Project Masterplan

***It was resolved that the items referred to above should be further investigated with SRBC and such proposals as may be forthcoming be presented to a future meeting***

12/22 To consider whether this Council wishes to do anything in support of the Queen's Platinum Jubilee year.

***It was resolved that this item should be deferred pending a shortly to be held meeting with SRBC who wished to discuss the same subject***

13/22 To note that this Council have received no responses to their advert for a Communications Administrator and that the working group are now of the opinion that no further efforts should be spent on this but that the production of a newsletter (shortened version) twice yearly, the updating of the web site and Facebook page should be undertaken 'in house' by members and the Clerk as appropriate thus saving a potential cost of £1200 per annum.

***It was resolved that the information provided above should be noted and approved***

14/22 To consider the enclosed submission from Hutton Village Hall Management Committee to approve additional paving as set out on the sketch – such an agreement will need SRBC (The Lessor) approval before any works are commenced.

***It was resolved that this Council had no objection to the proposals submitted subject to the permission of SRBC***

15/22 To consider whether this Council might wish to provide a financial contribution to the creation of a dipping platform by the pond rear of recreation ground in wildlife area. It is anticipated that a proposed plan will be available at the meeting.

*It was resolved that this Council should pay for the planting of 7 silver birch trees on the recreation ground to be undertaken asap. It was further resolved to contact SRBC indicating that there was concern regarding a dipping platform and the need to create two separate ponds. It was suggested that a boardwalk might be more suitable and that only one larger pond should be created. SRBC will be contacted so that further discussions may take place.*

16/22 To consider replacing the 8 half barrel planters in front of the shops as the existing ones are now beyond reasonably repair. Estimated cost £500.

*It was resolved that the planters referred to above should be removed and not replaced since they no longer added any value to the area now that larger and more attractive planters had been put in place.*

17/22 To consider whether it would be appropriate to change the planting arrangements for the Jubilee garden at the entrance to the Village Hall – it has been proposed that a part of the garden should be made up of shrubs etc, which do not need annual replacement and that this would then reduce maintenance costs and plant purchase costs which are quite significant at the present time.

*It was resolved that it would be appropriate to look to amend the planting arrangements as outlined above. It was resolved that Cllr Eland would contact the gardening club to see if they might come up with a planting design involving shrubs and perennials in addition to a smaller area of bedding and failing that, that Newgate Nurseries should be contacted with the same request.*

18/22 To adjourn the meeting for Councillors to present any updates on Council related matters:

*The meeting was adjourned*

*It was mentioned that some vandalism had taken place on Long Wood affecting one tree. The Clerk will ask the lengthsman to investigate the issue.*

*The meeting was reconvened*

19/22 To note that the date of the next meeting is scheduled for the 4<sup>th</sup> April 2022 .

*It was noted that the date of the next meeting is scheduled as above.*