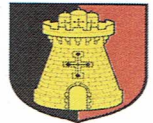




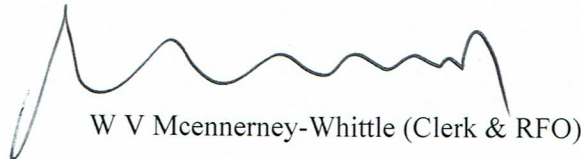
HUTTON PARISH COUNCIL

7 BILSBOROUGH MEADOW
PRESTON
PR2 1YY



15/2/2023

Members of the Council are summoned to the PARISH COUNCIL MEETING to be held on
Wednesday the 22nd February 2023 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 5th December 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 consider the following planning applications:

07/2023/00052/FUL – Replacement of two agricultural buildings with one dwelling at Bamford's Farm Grange Lane Hutton PR4 5JE

07/2023/00070/FUL – Hybrid planning application for redevelopment of Lancashire Constabulary HQ sites at Lindle Lane and Saunders Lane comprising:

a) Full planning application phases 1-3 being Saunders Lane (1-2) and Lindle Lane (3)

b) Outline planning application relating to Phases 4-7 for Saunders Lane site

6. To approve the following payments:

09/11/2022	P HEISE LENGTHSMAN	35	366.80
09/11/2022	K BLEZARD ASSISTANT LENGTHSMAN	36	231.00
09/11/2022	ROYAL BRITISH LEGION DONATION	37	100.00
12/12/2022	CPRE ANNUAL SUBSCRIPTION	38	36.00
15/12/2023	P HEISE LENGTHSMAN	39	488.40
15/12/2023	SLCC 1/3RD CLERKS SUBSCRIPTION	40	97.68
15/12/2023	HUTTON PLAYGROUP XMAS EVENT	41	100.00
21/12/2023	W V WHITE CELRKS SALARY AND EXPENSES	42	1969.67
21/12/2023	INLAND REVENUE	43	1418.39
21/12/2023	DG PARKES EXPENSES REIMBURSED FOR REM DAY	44	91.65
21/12/2023	BILLYS PARTY TIME REIMBURSE EXPENSES RE XMAS	45	147.00
31/12/2023	BANK CHARGES	46	18.00

7. To approve the enclosed Financial Statement as of 31st December 2022

8. To consider the following in principle and subject to costings and design:
- a) That this Council should purchase a backdrop for use at its Christmas Event so as to enhance the experience for children visiting Santa
 - b) That this Council enhance the decoration of the Village Christmas tree and change the lights for coloured lights and add a lighted star and some bauble decorations for example
 - c) That the lighting of the tree is coincided with the Christmas Event with residents attending the switch on before going to the Village Hall for the event itself
 - d) A new Christmas Event banner is purchased since the existing one has now past its useful life and has been disposed of.
9. To consider undertaking repairs to Defibrillator Cabinet
- a) Replace door only at £85 plus Vat – this option has no guarantee as cabinet is now obsolete and is steel construction which is likely to suffer similar erosion as the existing door and previous door replaced just over two years ago.
 - b) Purchase totally new cabinet at £449 plus Vat which comes with a ten-year guarantee since they are now made of either polycarbonate or stainless steel.
10. To appoint Sandra Wiseman as the internal auditor for 2022/23 at a fee of £125.00 and approve the Terms of Reference and Internal Control / Suggested Testing Methodology the relative documents having already been circulated
11. To consider and approve the following documents which have already been circulated
- The Councils Risk Management Policy Statement 2023
 - The Councils Risk Management Register 2023
 - The Councils Asset Register 2023
 - The Review of the Effectiveness of the Internal Audit and Internal Control 2023
12. To confirm that this Council wishes to enter the 2023 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)
13. To approve that Keith Blezard should once again be offered the Assistant Lengthsman position for 8 hours per week between 1st April and 31st October 2023 at a rate of £11.50 per hour (previous £10.50) the hours normally being worked over two days.
14. To approve that Peter Heise should once again be appointed as the Lengthsman for a period of 4 years from 1st April 2023 working 8 hours per week for 48 weeks at a rate of £16.70 (last year £15.20) with the rate being reviewed annually
15. To consider a vacancy application (previously sent out under separate cover) for co-option to fill the present vacant seat on the Council – if any members of the public are present it is likely that this item will have to be dealt with following the passing of a resolution to exclude the public and press due to the confidential nature of the item being discussed reference Public Bodies (Admission to Meetings) Act 1960.
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 17th April 2023 .



HUTTON PARISH COUNCIL

7 BILSBOROUGH MEADOW
PRESTON
PR2 1YY



Minutes of the PARISH COUNCIL MEETING held on
Monday the 5th December 2022 at Hutton Village Hall commencing at 7.30pm

Present Cllrs Hesketh, Harrison and Parkes

Prior to the meeting being formally opened a discussion took place with 8 residents present who had come to ask for support in objecting to application 07/2022/00689 being a change of use from livery stables to dog training centre. It was explained that this application had already been dealt with between Council meetings due to consultation timescales and that all members of this Council had been notified of it and given the opportunity to make comment. No comments were received, and no representation had therefore been made. Residents were advised that consultation timescales had now expired and since the matter was not on the agenda of this meeting the Parish Council not now make any representation. The application is scheduled to be dealt with by SRBC Planning Committee this coming Thursday. Residents are to make representation at that meeting. Following this informal discussion 2 members of the public remained for the remainder of the meeting.

58/22 To receive apologies

Cllrs Martin, Barton and Eland

59/22 To consider and approve the Minutes of the meeting held on 12th September 2022 (enclosed)

It was resolved that the minutes of the meeting held on the 11th July 2022 should be approved and signed by the Chairman as a true and accurate record.

60/22 To receive Declarations of Interest

None

61/22 To adjourn the meeting for a period of public participation

There were no representations from those residents still present.

62/22 To approve the following payments:

21/07/2022	P HEISE LENGTHSMAN	14	486.40
21/07/2022	KJ BLEZARD ASISTANT LENGTHSMAN	15	420.00
05/08/2022	LANCASHIRE WILDLIFE TREE PLANTING REC GROUND	16	319.20
05/08/2022	P HEISE LENGTHSMAN	17	486.40
05/08/2022	K J BLEZARD ASSISTANT LENGTHSMAN	18	336.00
12/09/2022	K J BLEZARD ASSISTANT LENGTHSMAN	19	420.00
12/09/2022	P HEISE LENGTHSMAN	20	486.40
12/09/2022	PKF LITTLEJOHN EXTERNAL AUDIT FEE	21	240.00
21/09/2022	BEWGATE NURSERIES PLANTING	22	548.88
21/09/2022	HMRC 2ND QTR	23	971.66
21/09/2022	CW BERRY LENGTHSMAN MATERIALS	24	35.21
21/09/2022	VISION ICT OPERATION LONDON BRIDGE	25	42.00
21/09/2022	NEWGATE NURSERIES PLANTING	26	640.20
21/09/2022	WV MCWHITTLE SALARY 2ND QTR	27	1499.93
22/09/2022	ICO ANNUAL FEE	28	35.00

30/09/2022	BANK CHARGES	29	18.00
03/10/2022	NORTHWEST AIR AMBULANCE	30	50.00
13/10/2022	P HEISE LENGTHSMAN	31	486.40
14/10/2022	P HEISE PLANTS FOR JUBILEE GARDEN	32	158.96
14/10/2022	C W BERRY MATERIALS LENGTHSMAN	33	9.16
14/10/2022	KJ BLEZARD ASSISTANT LENGTHSMAN	34	210.00

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

63/22 To approve the enclosed Financial Statement as of 30th September 2022

It was resolved that the Financial Statement as at the 30th September should be approved

64/22 To consider the enclosed Draft budget proposals for 2023/24 and set the Precept for 2023/24

It was resolved that the draft budget referred to above should be approved the Precept for 2023/24 should be set at £27000.00

65/22 To consider the installation of appropriate signage on the Village Hall car park following recent reports of excessive speed which might result in an incident given small children are often in the vicinity. It is anticipated that two signs would be appropriate mounted on poles at either side of the entrance and is likely to cost approx £2/300 to install (see example signage enclosed) depending on how the signage would be erected (metal posts or wooden are possible options) – Cllr Parkes and the Clerk will visit site before meeting to assess situation and provide verbal feedback. SRBC permission will be required.

It was resolved that signage should be installed at the entrance to the car park worded in line with the example shown with the agenda and erected on wooden posts at an appropriate height at a cost within the budget outlined provided SRBC are amenable to the proposals.

66/22 To adjourn the meeting for Councillors to present any updates on Council related matters:

The meeting was adjourned

The Chairman had attended a presentation at the Village Hall relating to the creation of 2 offshore windfarms in Morecambe Bay. It was noted that the onshore cabling would run through Blackpool Airport and that a scoping area had been established for on shore buildings part of which was in this Council's area.

It was noted that this coming Wednesday between 4pm and 8pm Lancashire Constabulary were to undertake a consultation in respect of what are expected to involve the significant development of Police HQ in Hutton.

It was noted that further delays had been encountered with this Council's attempts to develop the old derelict tennis court area. Recent meetings had been cancelled by SRBC and it was not expected that one would take place until early in the New Year.

It was also noted that SRBC had allocated £95K to the refurbishment of the existing children's playground behind the Village Hall.

The meeting was reconvened

67/22 To note that the date of the next meeting is scheduled for the 16th January 2023

It was noted that the next meeting is scheduled for the 16th January 2023

FINANCIAL STATEMENT 1ST APRIL 2022 TO 31ST DECEMBER 2022				
BUDGET	INCOME	£		
40688	Balance b/f 1st April 2022	43830.18		
	Advertising			
24500	Precept	24500.00		
	Bank Interest	171.19		
340	V A T Recovered	566.55		
	Prow Grant			
65528	Total	69067.92		
	LESS EXPENDITURE			
120	Hire of Hall for Meetings			
700	Subscriptions/Registrations/Web Site	743.23		
8800	Lengthsman	5931.35		
650	Insurance	604.07		
800	Materials,bulbs etc.	302.98		
	Vat Recoverable	378.92		
9800	Salaries inc newsletter	7741.05		
30	National Insurance Employer	147.25		
100	Donations	100.00		
350	Postage Telephone & Stationery	219.15		
300	Mileage	162.50		
400	Audit	315.00		
200	Xmas Tree			
72	Bank Charges	54.00		
600	Newsletter	209.00		
2200	Jubilee Garden Planter Maint	1159.86		
1000	Long Wood Maintenance			
450	Xmas / Remembrance Events	333.90		
26572	Total	18402.26		
38956	Balance in hand	50665.66		
	Bank Balance	20063.21		
		30602.45		
	Net Balance	50665.66		
	LESS RESTRICTED FUNDS (CIL)	30273.64		
	REVENUE RESERVES	20392.02		

Hutton at Christmas

From: B Martin <billmartin154@live.com>

Sent: Thu, 29 Dec, 2022 at 12:09

To: HUTTON PARISH COUNCIL, cllr.parkes@hutton-pc.gov.uk, cllr.harrison@hutton-pc.gov.uk, cllr.eland@hutton-pc.gov.uk, cllr.barton@hutton-pc.gov.uk, cllr.hesketh@hutton-pc.gov.uk

Hi all ,

Hope you have all had a peaceful and enjoyable Christmas .

As you may or may not all be aware at the moment due to work commitments I cannot attend the council meetings on Mondays , so I thought I would send a little report out to you all in regards to the Christmas event and feedback .

Firstly once again the Christmas Market in Hutton was well attended and appreciated by our residents and I believe attended more so this year than previous years .

As always the main draw is for Parents and Grandparents to see their children sing on stage and make magical moments that they will treasure forever with Santa and for those experiencing the meet with Santa as always never get disappointed by David who gives up his time year on year for the Children of Hutton at no cost to us as a parish council and maybe a bottle of thanks could be sought in appreciation for his efforts ?

Year on year I have tried to decorate the bit at the top of the stairs at the back of the stage where Santa sits with bits and bobs to make it a bit more special but I really feel this needs a bit of investment to make this look a bit more magical if we are to continue to hold the Christmas event. I would like to propose is that we invest in either **a backdrop or what has been suggested is 4 x 2.5 m x 1m panels of board** , hinged so once opened makes a 4m wide back drop that can fold up to be easily stored in the village hall store room and brought out each year . This can either be decorated by a **printed back drop or possibly get painted by a local artist** a winter scene or Santa workshop on it or similar to make the experience a bit more magical . The cost for this I feel would be minimal and worth it for year after year use.

The Christmas tree has been featuring on social media groups over Christmas , both Cllr Eland and myself have recently defended the tree and admitted something could be done about the much unloved look of a caged tree that has compared to others within the District . At one point there was a very sad picture of the tree at Kingsfold Penwortham that had been run into by a car and a comment appeared from a local resident "*well it still looked more cheerful than ours in Hutton*".

I do have to admit the lights have been dumped on the tree this year and look very poor , there has been a call for coloured lights on social media maybe we could get another set and change about each year ? but also maybe **a Star on top of the tree that lights up** to try and give the little fellow a bit more height We have the power in that area so lets use it . I think lighted star would look good as Height has been mentioned again and I propose we also **annually measure the tree** so as we can confirm the tree is growing in the right direction and not shrinking under the weight of the lights. I don't know if anybody has noticed but some residents have actually started to decorate the tree themselves , maybe this is something that we could expand on in conjunction with the Christmas Market were families are encouraged to **come and decorate the Village tree** (under supervision)and the star being placed on top before lighting up , making another Memory for families of Hutton , then off to the Christmas market for mulled wine and merriment .

The **Christmas Event Banners** have served us well since 2016 however I have thrown them away as they have holes in and the date needed changing each year and they looked boring and dated . Going around the County there are some really nice looking banners of villages proud to announce their Christmas market or event and I really feel ours now are letting us down therefore we will need new ones for next year if the event is to be held .

I think if we brough these few highlighted items together it would greatly improve our overall Christmas efforts that we put out there each year at little work load .

Having suggested all the above I would like to point out that I was really disappointed in the amount of support that fellow councillors provided this year . I would like to Thank David Parkes and His wife for all his help and for making the Mulled wine with his Wife whom without we would have been totally sunk . We only hold 2 events in Hutton as a council and I find it very hard to believe all other councillors were too busy to attend and meet the people of Hutton whom they are meant to represent . I really believe that putting something back into the community is very important and I am happy to continue to take lead on this Christmas event , given I arrange events for businesses and for schools and collages on a daily basis it isn't hard to do but I am not Happy to continue with no support from fellow councillors

This Event is surely one of the more fun jobs of being a councillor in Hutton and I just don't understand why we are not pulling together on these events but councillors just seeming to turn their backs with little to no explanation .

Please could you add this to the agenda of the next meeting Bill Whittle for all these items to be discussed

See you all in the New year

17 Scarlett Drive

Hutton

PR4 4BH

6.12.22

Dear Councillors

Re: Councillor Vacancy, Hutton Parish Council

I would like to be considered to be elected as a Councillor and would be grateful if you could add my application as an item for the agenda at the next meeting.

By way of background, I am 51 years old, I am a Solicitor, I currently work as a Senior Crown Prosecutor at Preston Crown Prosecution Service, and I am also a part-time tutor at the University of Law in Manchester where I teach both undergraduate and postgraduate courses. I also teach online for the online ULaw campus. I have previously worked in private practice in both high street and large law firms undertaking both criminal litigation and civil litigation work.

My husband is a retired police officer (his career was unfortunately cut short after an on-duty injury) and currently works as a Fraud Manager for a large international company.

I have 2 children, my 18-year-old son was educated at Hutton Grammar and is currently an NHS apprentice, my 17-year-old daughter was educated at Penwortham Girls' and is currently continuing her education at Cardinal Newman college.

By way of hobbies and interests, I love history and tradition, including local history, gardening, enjoying outdoor spaces especially the fabulous facilities which we have available locally, I have 2 dogs and a horse. I obviously have no previous convictions/previous financial irregularities/bankruptcies or anything else of that nature recorded against me which could affect my character. I am of good character and have passed an enhanced DSB check in order to take up my current position within the CPS. I have no financial interests in any businesses which could affect me or prevent me from taking up a role as a Councillor. I have no associations with any political parties.

I have lived in Hutton since 2017. I love where I live. I am a resident director on the management company at Thornton Grange and take an active part in that role and have used my legal knowledge to assist my colleagues on the management company to actively proceed with taking action to force the previous freeholder of the site to sell the freehold to the management company. This took us 2 years to achieve, we gained the support of 63 out of 83 property owners, raised significant funds from all of those property owners and ultimately allowed residents to purchase their own individual freeholds (or in the case of apartments to extend their leases from 125 to 999 years and reduce ground rent to nil).

This was a significant and largely unprecedented achievement and one which I am very proud of my involvement in as it has created a significant benefit to all residents and has secured the freehold of the site ensuring that we are able to manage our homes without being at the risk of it being sold from beneath us to external freeholders or to have the site sold off in part or changed again by unscrupulous freeholders.

I have really enjoyed being a director and making a difference to my immediate community. Since I bought my house here, the improvements made by all of the directors has been significant and we have also appointed a new managing agent. I have personally learned a lot, not only about legal aspects but finances, budgeting, planning, managing site grounds maintenance (as the directors are responsible for roads, street lighting, traffic management and landscape and garden maintenance on Thornton Grange) and co-operative working for the benefit of others. I didn't set out to get involved but felt that if things needed to be done (which they did) then it was not right to sit back and wait for others to do it. Notwithstanding that, I have learned that I really enjoy helping others and making a difference. I now have a keen interest in local issues and making sure that South Ribble and Hutton remain great places to live and that residents are informed and involved in issues affecting the local area.

I have a large social network; I am an administrator on the "Penwortham Day and Night" Facebook site which has over 5000 members.

Councillors may wish to consider what I could bring by way of benefit to Hutton Parish Council? In addition to the information I have provided above, I can say that I am a confident public speaker having spent 20 plus years addressing Magistrates and District Judges in Court and working as a lecturer, I have good interpersonal skills also a result of my job. I note that there are no female members of the Council and think that it would be beneficial to have a more diverse set of Councillors including having female Councillors to better reflect the community which the Council serves. I am also extremely IT literate and could potentially assist with matters of that nature/social media/marketing. Accordingly, I believe that I could be a valuable team member whilst learning from the experienced Councillors who currently serve the community.

Should you wish me to attend at the next meeting to speak in person then I would be more than happy to do so.

Many Thanks

Imogen Martinez

Tel: 07850 223881