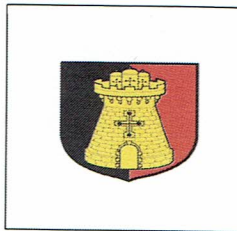


# HUTTON PARISH COUNCIL

7 BILSBOROUGH MEADOW  
PRESTON  
PR2 1YY



22nd February 2024

## NEXT MEETING

Members of the Council are summoned to the PARISH COUNCIL MEETING to be held on Wednesday the 28<sup>th</sup> February 2024 at Hutton Village Hall commencing at 7.30pm

  
W V Mcenmerney-Whittle (Clerk & RFO)

1. To receive apologies
2. To consider and approve the Minutes of the meeting held on 24<sup>th</sup> January 2024 (enclosed)
3. To receive Declarations of Interest
4. To adjourn the meeting for a period of public participation

*Please note that the Council cannot make any decision on any matter raised or representation made unless the item has already been specifically included on the agenda*

5. To approve the following payments:

15/01/2024	SAVOY TIMBER XMAS TREE FENCE	49	366.48
15/01/2024	P HEISE LENGTHSMAN	50	267.20

6. To appoint Sandra Wiseman as the internal auditor for 2022/23 at a fee of £130.00 and approve the Terms of Reference and Internal Control / Suggested Testing Methodology the relative documents having already been circulated
7. To consider and approve the following documents which have already been circulated to members
  - The Councils Risk Management Policy Statement 2024
  - The Councils Risk Management Register 2024
  - The Councils Asset Register 2024
  - The Review of the Effectiveness of the Internal Audit and Internal Control 2024
8. To consider and approve this Council's Standing Orders 2024 and Financial Regulations 2024 which have already been circulated to members
9. To consider whether this Council wishes to enter the 2024 Best Kept Village Competition and, if so, agree which individual OUTSTANDING entries should be submitted. Last year it was felt that the village did not warrant any entry due to areas such as the pond and old tennis courts in particular bringing down the appearance of the village (previous years outstanding nominations were Ashbridge School and War Memorial by VH entrance)
10. To approve that the Chairman and Clerk should undertake an informal interview with the sole applicant for the assistant lengthsman role which has been advertised and confirm appointment if appropriate.
11. To agree the hourly rate for the Lengthsman for 2024/5 which was approved at £16.70 last year. A rise in line with the latest CPI (4.2%) would mean an increase to £17.40.

12. To approve that Tree Check Ltd should be appointed (see enclosed) to undertake the required June 2024 recommended inspection at a cost of £590.00 plus Vat
13. To receive from Councillors any updates on Council related matters.

*Please note that the Council cannot make any decision on any matter raised during this session.*

14. To consider the exclusion of the public and press under the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be transacted under Item 14 below.
15. To consider the applications received which have been sent out to members under separate cover to fill the current casual vacancy that can now be filled by co-option.
16. To note that the date of the next meeting is scheduled for Wednesday the 1<sup>st</sup> May 2024





# HUTTON PARISH COUNCIL

7 BILSBOROUGH MEADOW  
PRESTON  
PR2 1YY



Minutes of the PARISH COUNCIL MEETING held on  
Wednesday the 24<sup>th</sup> January 2024 at Hutton Village Hall commencing at 7.30pm

Present: Cllrs Parkes, Butterworth, Patel and Martinez

01/24 To receive apologies

*Cllr Martin*

02/24 To consider and approve the Minutes of the meeting held on 22<sup>nd</sup> November 2023 (enclosed)

***It was resolved that the minutes of the meeting held on the 22<sup>nd</sup> November 2023 should be approved and signed by the Chairman as a true and accurate record.***

03/24 To consider requests to grant dispensations so as to allow those members putting forward a signed request to take part in the meeting (Item 10) since otherwise this Council would be unable to make a decision due to it being non quorate.

***It was resolved that the requests received from Cllrs Butterworth and Parkes should be approved since otherwise this Council would be unable to make a decision due to it being non quorate.***

04/24 To receive Declarations of Interest

*None*

05/24 To adjourn the meeting for a period of public participation

*There were no members of the public present*

06/24 To approve the following payments:

08/11/2023	PRINTING WORLD NEWSLETTER	31	204.00
08/11/2023	NEWGATE NURSERIES AUTUMN PLANTING	32	845.82
05/12/2023	CW BERRY LENGTHSMAN MATERIALS	33	9.44
05/12/2023	VISION ICT ADDITIONAL HOSTED EMAIL ACCOUNT	34	21.60
05/12/2023	DG PARKES REMEMBRANCE EVENT EXPENSES	35	98.10
05/12/2023	WHITEHILL DIRECT NEW NOTICE BOARD	36	1197.60
05/12/2023	LOSTOCK HALL ROYAL BL POPPY DONATION	37	100.00
05/12/2023	P HEISE LENGTHSMAN INVOICE 8	38	534.40
05/12/2023	SLCC 1/3 RD SHARE SUBSCRIPTION	39	114.84
11/12/2023	CPRE SUBSCRIPTION	40	36.00
14/12/2023	HMRC 3RD QTR	41	1426.40
14/12/2023	SIGN DESIGN CHRISTMAS BANNER	42	213.60
14/12/2023	P HEISE LENGTHSMAN INVOICE 9	43	534.40
14/12/2023	VV MCWHITTLE SAL 3RD QTR	44	1986.30
14/12/2023	CW BERRY MATERIALS LENGTHSMAN	45	85.56
28/12/2023	BILLYS PARTY TIME XMAS EVENT EXPENSES	46	186.31
28/12/2023	VIKING DIRECT STATIONARY	47	139.63
31/12/2023	BANK CHARGES	48	18.00

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

07/24 To consider and approve the enclosed Financial Statement as of 31<sup>st</sup> December 2023

***It was resolved that the Financial Statement as of 31<sup>st</sup> December 2023 should be approved***

08/24 To receive from Councillors any updates on Council related matters.

*It was reiterated that the van regularly parked on Liverpool Road is taxed, and has an MOT and is therefore not parking unlawfully despite some resident concerns that it is parked in an unsafe location.*

*It was mentioned that the FB page has not attracted as many followers as one would have hoped despite members sharing with other organisation to which they are members.*

*The advert for an assistant lengthsman for this summer is to be reactivated now we have entered the New Year*

*A consultation regarding the old tennis courts is to be organised by SRBC*

*The planning application for the redevelopment of Hutton Police HQ has been agreed despite some local opposition*

*Enquiries of Little Hoole regarding their SPID have not been responded to.*

*LALC meeting is on 31st January 2024 – Cllr Martinez will attend along with the Chairman.*

09/24 To consider the exclusion of the public and press under the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be transacted under Item 10 below.

***There were no members of the public and press present.***

10/24 To consider the applications received which have been sent out to members under separate cover to fill the current casual vacancy that can now be filled by co-option.

***It was resolved that Gareth Potter should be coopted to this Council***

11/24 To note that the date of the next meeting is scheduled for Wednesday the 28<sup>th</sup> February 2024

***It was noted that the next meeting is scheduled for the 28<sup>th</sup> February 2024***

# TREE CHECK LTD

INCORPORATING  
ALPHA CONTRACTS AND LANCASHIRE LOGS  
CHORLEY AND LEYLAND MASTER SWEEPS  
252 LEYLAND LANE  
LEYLAND  
LANCS  
PR25 1XL  
TEL 01772 621435

E mail: treecheck@blueyonder.co.uk



Professional Indemnity  
Insurance Policy Holder

28 NOVEMBER 2023

MR W McENNERNEY-WHITTLE  
CLERK TO HUTTON PARISH COUNCIL  
7 BILSBOROUGH MEADOW  
LEA  
PRESTON  
PR2 1YY

Dear Mr McEnnerney-Whittle

SAFETY INSPECTION OF TREES

Our records indicate that we carried out a safety inspection of tree/s at **LAND ADJACENT TO SAUNDERS LANE/HUTTON BYPASS** on your instructions in **JUNE 2020**.

We recommend that tree/s are inspected regularly and after high winds. A regular inspection frequency is recommended where trees are close to the highway, general public or high value property.

In the light of the above we would recommend that your tree/s are re-inspected during **JUNE 2024**.

We will not issue further reminders with regard to the need for re-inspection.

The cost of re-inspection, presentation of a brief report and liaison with the Local Authority [if required] will cost **£590.00 plus VAT**.

We await your instructions.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K Linford'.

For K Linford  
Tree Check Limited