



HUTTON PARISH COUNCIL

7 BILSBOROUGH MEADOW
PRESTON
PR2 1YY



NEXT MEETING

26th February 2025

Members of the Council are summoned to the PARISH COUNCIL MEETING to be held on
Wednesday the 5th March 2025 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 22nd January 2025 (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 the following payments:

10/12/2024	CPRE ANNUAL SUBSCRIPTION	52	36.00
10/12/2024	POPPY APPEAL DONATION	53	100.00
10/12/2024	D G PARKES RE-IMBURSE REMEBRANCE DAY EXP	54	97.00
11/12/2024	BILLYS PARTYTIME XMAS EVENT COSTS	55	189.99
11/12/2024	P HEISE LENGTHSMAN	56	556.80
11/12/2024	SLCC 1/3RD ANNUAL SUBSCRIPTION	57	120.00
20/12/2024	HMRC 3RD QTR	58	1410.84
20/12/2024	W V MCWHITTLE SALARY 3RD QTR	59	1961.15
31/12/2024	BANK CHARGES	60	6.00
22/01/2025	P HEISE LENGTHSMAN	61	278.40
22/01/2025	VISION ICT EMAIL ACCOUNT SET UP - HARRISON	62	16.00
31/01/2025	BANK CHARGES	63	6.00

6. To consider the enclosed quotes for the creation of the footpath from behind the Village Hall to the wildlife area and decide which contractor to appoint.
7. To consider whether this Council wishes to enter the Best Kept Village Competition 2025

The Council decided in the previous two years not to make any entry due to the poor condition of the pond area and old tennis courts. Whilst both of these are expected to have enhancements during 2025 there are no definitive timescales for the old tennis court improvements and the creation of a path to the wildlife area is also expected to take place during the judging period.

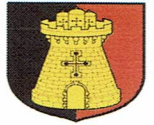
8. To approve that the Lengthsman's hourly rate be increased by the latest CPI figure published on the 19th February 2025 (3.0%) from £17.40 per hour to £17.92 per hour

9. To approve that an Assistant Lengthsman contract should be offered to Chris Lister from 1st April to 31st October 2025 for 8 hours per week at a rate of £12.40 per hour representing an increase from last year in line with the latest CPI figure published on the 19th February 2025.
10. To approve the Financial Statement as at 31st December 2024
11. To receive from Parish Councillors any updates on Parish Council related matters
This item is for information only – no lawful decision can be made during this time
12. To note that the date of the next meeting is scheduled for Wednesday the 7th May 2025



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Minutes of the PARISH COUNCIL MEETING held on
Wednesday the 22nd January 2025 at Hutton Village Hall which commenced at 7.30pm

Present: Cllrs Parkes, Butterworth, Martinez, Patel and Potter

There were two members of the public present.

01/25 To receive apologies

Cllr Martin.

It was noted that Cllr. Harrison had resigned from the Council.

02/25 To consider and approve the Minutes of the meeting held on 27th November 2024

It was resolved that the minutes of the meeting held on the 27th November 2024 should be approved and signed by the Chairman as a true and accurate record.

03/25 To receive Declarations of Interest

None

04/25 To adjourn the meeting for a period of public participation

The meeting was adjourned

It was noted that improvement works to the pond located by the Village Hall had been agreed by SRBC, contractors were due to commence work in mid-February 2025 clearing vegetation and overhanging trees. The fence was to be repaired afterwards.

It was also mentioned that works to the old tennis courts to create a Paddle Tennis facility were also due to start in the spring of this year.

It was mentioned that the Central Lancashire Local Plan proposals were due to be discussed by SRBC next week and that public consultation was scheduled thereafter.

The meeting was reconvened

05/25 To approve the following payments:

05/11/2024	PRINTING WORLD NEWSLETTER	37	214.00
05/11/2024	NEWGATE NURSERIES PLANTING	38	134.46
05/11/2024	C LISTER ASSISTANT LENGTHSMAN	39	576.00
05/11/2024	DISCOUNT TREE SERVICES LONG WOOD WORKS	40	1920.00
05/11/2024	HUTTON PLAYGROUP COMPENSATE ROOM HIRE	41	100.00
05/11/2024	NEWGATE NURSERIES PLANTING	42	686.82
05/11/2024	N GILLET AND SONS 2 X NEW PLANTERS CIL	43	2092.87
05/11/2024	TREECHECK LTD CONTRACTOR FEE RE LONG WOOD	44	288.00
05/11/2024	P HEISE LENGTHSMAN	45	556.80
05/11/2024	VIKING STATIONARY	46	289.45
05/11/2024	CW BERRY LENGTHSMAN MATERIALS	47	32.47
25/11/2024	NEWGATE NURSERIES PLANTING	48	79.44
25/11/2024	C LISTER ASSISTANT LENGTHSMAN	49	384.00

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

06/25 To appoint Sandra Wiseman as the internal auditor for 2024/5 at a fee of £135.00 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 detailed above and that the documentation referred to above should be approved.

07/25 To consider and approve the following documents which have already been circulated to members

- The Councils Risk Management Policy Statement 2025
- The Councils Risk Management Register 2025
- The Councils Asset Register 2025
- The Review of the Effectiveness of the Internal Audit and Internal Control 2025

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

08/25 To note that LCC Highways will not allow a tree to be planted on Hutton roundabout as it may affect future sight lines and would that ongoing maintenance in the early years would be detrimental to safety issues on a busy roundabout.

The Council are now asked to consider removing the unattractive small area of bush planting and grass over the area in order to improve the visual aspect of the area. This would be undertaken by an external contractor for Health and Safety reasons.

It was resolved that the grass area referred to above should be removed and grassed over with some bulb planting to take place in that area, subject to the agreement of the Highways Authority

09/25 To adjourn the meeting for Councillors to present any updates on Council related matters

The meeting was adjourned

It was noted that Thornton Grange Management Committee had requested that a dog bin should be located on the estate. This had been refused by SRBC – SRBC M Smith is to take up the request.

Cllr. Butterworth mentioned that she had attended a recent Hutton Grammar School Trust meeting

It was suggested that tree/bulb planting could be undertaken on the recreation ground in memory of a recently deceased resident – SRBC Cllr M Smith is to look into this suggestion.

It was confirmed that the Morgan and Morecambe Offshore Wind Farm onshore export cable corridor route to Penwortham Sub Station did not cross Hutton Parish Council's catchment area.

It was noted that quotations for the proposed footpath across the recreation ground to the wildlife area had been received and would be considered at the next meeting.

The meeting was re-convened

10/25 To note that the date of the next meeting is scheduled for Wednesday the 5th March 2025

It was noted that the next meeting is scheduled for 5th March 2025

RE: RE: Hutton Footpath site meeting

<https://webmail.visionict.com/versions/webmail/19.0.27-RC>

RE: RE: Hutton Footpath site meeting

From: Jamie Rigby <jamie.rigby@southribble.gov.uk>

Sent: Thu, 16 Jan, 2025 at 09:19

To: clerk@hutton-pc.gov.uk

Cc: cllr.parkes@hutton-pc.gov.uk, cllr.butterworth@hutton-pc.gov.uk, James Ward

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image003.jpg (9.4 KB)

image004.jpg (142.6 KB) – Download all



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Morning All,

We have received quotes back to upgrade the Surface specification from self-binding gravel to Tarmac, I have also requested a price for upgrading the edgings from timber to Precast concrete pin kerbs. As shown below this does push the overall cost of the work over the £18k budget previously discussed, for longevity purposes the PCC edgings are better but do cost a lot more.

I'm happy with the quotes that have come back and have put them in a table below,

Contractor	Tarmac price with timber path edgings	Tarmac price with PCC path edgings
Willows Landscapes	£15,991.50	£19,531.50
Wades	£14,278.50	£20,119.50
Landscape Engineering	£26,568.70	£30,462.70

Can you let me know which option you would like to go with, and I will arrange for the contractor to get in touch. How would you like to sort payment for the works?

1. Transfer the money to SRBC and we sort payment to the contractor (this is preferable so I can do all the health and safety docs and contracts in the background)
2. Hutton PC pay the contractor directly

As discussed, I will manage the works on site for the duration of the project, getting your sign off when the works are complete.

Thanks

Jamie Rigby

Senior Project Engineer

From: clerk@hutton-pc.gov.uk <clerk@hutton-pc.gov.uk>

FINANCIAL STATEMENT 1ST APRIL 2024 TO 31ST DECEMBER 2024			
BUDGET	INCOME	£	
48592	Balance b/f 1st April 2024	55076.89	
	Advertising		
28350	Precept	28350.00	
400	Bank Interest	650.93	
271	V A T Recovered	890.72	
	CIL	4943.67	
77613	Total	89912.21	
	LESS EXPENDITURE		
200	Hire of Hall for Meetings		
900	Subscriptions/Registrations/Web Site	741.22	
10400	Lengthsman	7912.00	
750	Insurance	706.53	
800	Materials / General Maintenance	150.11	
	Vat Recoverable	1259.55	
12500	Salaries	8703.24	
350	National Insurance Employer	273.42	
100	Donations	100.00	
400	Postage Telephone & Stationery	320.32	
300	Mileage	163.80	
400	Audit	340.00	
200	Xmas Tree		
72	Bank Charges	53.40	
650	Newsletter	214.00	
1500	Jubilee Garden & Planter Maintenance	750.60	
1000	Long Wood Maintenance	2730.00	
500	Xmas / Remembrance Events	381.24	
1744	War Memorial Planters CIL	1744.06	
32766	Total	26543.49	
44847	Balance in hand	63368.72	
	Bank Balance	31157.89	
		32210.83	
	Net Balance	63368.72	
	LESS RESTRICTED FUNDS (CIL)	38847.66	
	LESS NET BUDGET UNSPENT	7966.57	
	GENERAL RESERVES	16554.49	