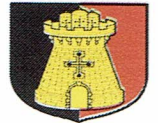


# HUTTON PARISH COUNCIL

7 BILSBOROUGH MEADOW  
PRESTON  
PR2 1YY



## NEXT MEETING

18<sup>th</sup> June 2025

Members of the Council are summoned to the PARISH COUNCIL MEETING to be held on  
Wednesday the 25<sup>th</sup> June 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 7<sup>th</sup> May 2025 which are 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:

30/04/2025	BANK CHARGES	1	6.00
01/05/2025	P HEISE LENGTHSMAN	2	573.44
01/05/2025	VIKING STATIONERY	3	194.36
01/05/2025	WV MCWHITTE REIMBURSE MATERIALS SPID BRACKET	4	19.48
01/05/2025	CW BERRY LENGTHSMAN MATERIALS	5	27.64
01/05/2025	C LISTER ASSISTANT LENGTHSMAN	6	396.80
01/05/2025	LCC CAR PARK REPAIR	7	1080.00
12/05/2025	ZURICH INSURANCE RENEWAL	8	648.74
12/05/2025	NEWGATE NURSERIES PLANTING	9	807.03
12/05/2025	SANDRA WISEMAN INTERNAL AUDIT FEE	10	135.00
31/05/2025	BANK CHARGES	11	6.00

6. To consider planning applications as below:

07/2025/00395/PIP – Permission in Principle for construction one dwelling on land west of 140 Ratten Lane

07/2025/00396/PIP – Permission in Principle one dwelling on land east of Knowles Farmhouse 150 Ratten Lane

07/2025/00397/PIP – Permission in Principle one dwelling on land west of Knowles Barn Ratten Lane

*The scope of PIP is limited to location, land use and amount of development. All other planning matters of whatever nature should be considered at the technical details consent stage 2 should the PIP be granted.*

7. To consider and approve the installation of a bench at end of the newly created footpath leading to the wildlife area as per the enclosed quotation.
8. 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*
9. To exclude the public and press under the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be transacted immediately below
10. To consider applications, sent out under separate cover duly received for the existing casual vacancy that can now be filled by co-option
11. To note that the date of the next meeting is scheduled for Wednesday the 3<sup>rd</sup> September 2025



# HUTTON PARISH COUNCIL

7 BILSBOROUGH MEADOW  
PRESTON  
PR2 1YY



Minutes of the ANNUAL PARISH COUNCIL MEETING held on  
Wednesday the 7<sup>th</sup> May 2025 at Hutton Village Hall commencing at 7.30pm

Present: Cllrs Parkes, Butterworth, Martin and Martinez

There were no members of the public present

27/25 To elect the Chairman for the following 12 months

*Cllr Parkes was elected Chairman for the following 12 months*

28/25 To elect the Vice Chairman for the following 12 months.

*Cllr Butterworth was elected Vice Chairman for the following 12 months*

29/25 To receive apologies

*Cllr Potter*

30/25 To consider and approve the Minutes of the meetings held on 5<sup>th</sup> March 2025 and 25<sup>th</sup> March 2025 which are enclosed

*It was resolved that the minutes of the meetings held on the 5<sup>th</sup> March 2025 and 25<sup>th</sup> March 2025 should be approved and signed by the Chairman as a true and accurate record.*

31/25 To receive Declarations of Interest

*None*

32/25 To adjourn the meeting for a period of public participation

*There were no members of the public present*

33/25 To approve the following payments:

04/02/2025	NEWGATE NURSERIES XMAS TREE	64	192.00
04/02/2025	HUTTON VILLAGE HALL ROOM HIRE	65	114.00
04/02/2025	P HEISE LENGTHSMAN	66	556.80
28/02/2025	BANK CHARGES	67	6.00
13/03/2025	STOCKSIGNS SPID BRACKETS	68	396.00
13/03/2025	P HEISE LENGTHSMAN	69	556.80
27/03/2025	W V MCWHITTLE SAL 4TH QTR	70	1811.05
27/03/2025	HMRC 4TH QTR	71	1271.49
27/03/2025	WADE GROUND WORKS CAR PARK REPAIR	72	1200.00
27/03/2025	P HEISE LENGTHSMAN	73	556.80
31/03/2025	BANK CHARGES	74	6.00

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

34/25 To approve the enclosed Financial Statement as of 31<sup>st</sup> March 2025

*It was resolved that the Financial Statement as of 31<sup>st</sup> March 2025 should be approved*



35/25 To receive and note the Internal Auditors Report for the year 2024/25

*It was resolved that the Internal Auditors Report be received and noted*

36/25 To approve Section 1 Annual Governance Statement 2024/25 and Section 2 Accounting Statements 2024/25 (enclosed) being part of the Annual Governance and Accountability Return 2024/25 and authorise the Chairman and Clerk/RFO to sign them on behalf of this Council.

*It was resolved that Section 1 Annual Governance Statement 2024/25 and Section 2 Accounting Statements 2024/25 being part of the Annual Governance and Accountability Return 2024/25 should be approved and that the Chairman and Clerk/RFO should sign them on behalf of this Council.*

37/25 To appoint representatives to Hutton Village Hall Management Committee (Two)

*It was resolved that Cllrs Martinez and Martin should be appointed as representatives to Hutton Village Hall Management Committee*

38/25 To receive from Parish Councillors any updates on Parish Council related matters

*It was noted that the works to install the new path between the Village Hall down to the wildlife area were progressing well.*

*It was noted that the recent fete was very well attended*

*Additional watering to the planters during the current hot spell will be undertaken*

*It was noted that no applications had yet been received for the current member vacancy.*

*The Chairman mentioned that the Headteacher of Hutton Grammar School had requested a meeting with himself relating to issues regarding the use of their land by the public which he, together with the Clerk will attend*

39/25 To note that the date of the next meeting is scheduled for Wednesday the 25<sup>th</sup> June 2025

*It was noted that the next meeting is scheduled for Wednesday the 25<sup>th</sup> June 2025*

FW: Hutton Footpath site meeting

From: Jamie Rigby <jamie.rigby@southribble.gov.uk>  
Sent: Wed, 28 May, 2025 at 10:54  
To: Hutton

[image001.png](#) (12.8 KB)    [image002.png](#) (3.6 KB)    [image003.png](#) (4 KB)    [image004.jpg](#) (6.8 KB)  
[image005.jpg](#) (104.2 KB)    [09S044-S01 Issue 1.pdf](#) (301 KB)    – [Download all](#)

 Images not displayed.    [SHOW IMAGES](#) | [ALWAYS SHOW IMAGES FROM THIS SENDER](#)

Hi,  
  
Please see the attached quote for the supply and installation of the bench as requested.

Thanks  
  
**Jamie Rigby**  
Senior Project Engineer

**From:** adam@willowslandscapesltd.co.uk <adam@willowslandscapesltd.co.uk>  
**Sent:** 26 May 2025 16:29  
**To:** Jamie Rigby <jamie.rigby@southribble.gov.uk>  
**Subject:** RE: Hutton Footpath site meeting

**CAUTION!** This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Jamie,  
  
To supply and instal the attached bench the cost is **£1250.00 +VAT**  
  
Kind regards

Adam Rawcliffe  
Director  
Mb:07766562829

# MODEL SPECIFICATION

## ELWOOD SEAT™

### PRODUCT INFORMATION:

- **DESCRIPTION** - TRADITIONALLY STYLED TIMBER EFFECT SEAT FOR EXTERNAL OR INTERNAL USE.  
- GROUND FIXED OR INTERNAL CONCRETE BALLAST
- **MATERIAL** - SEAT ENDS - EVERWOOD® (DURAPOL AND IMPACTAPOL)  
SLATS - ENVIRPOL® OR TIMBERPOL®  
SUPPORT BRACE - MILD STEEL - ARMORTEC® COATED
- **COLOURS** - SEAT ENDS - DARK OAK  
LIGHT OAK  
BLACK OAK  
- SLATS - BROWN  
BLACK  
TIMBERPOL®
- **SLAT SECURITY** - BOLT HEADS ARE FITTED INTO RECESSES, CONCEALED BY COVER CAPS AND SECURED WITH SECURITY NUTS.
- **FIXING OPTIONS** - SPECIAL BRACKETS AND GROUND FIXING BOLTS.  
- INTERNAL CONCRETE BALLAST
- **DIMENSIONS** - ALL DIMENSIONS IN mm UNLESS OTHERWISE STATED.
- **WEIGHT**

	GROUND FIXED	CONCRETE BALLAST
- WITH ENVIRPOL SLATS	75KG	175KG
- WITH TIMBERPOL SLATS	85KG	185KG

### OPTIONAL EXTRAS:

- **PERSONALISATION** - COMMEMORATIVE PLAQUE - 150mm x 50mm  
- COMMEMORATIVE PLAQUE - 200mm x 50mm
- **GROUND FIXINGS** - SEE INSTALLATION OPTIONS

### INSTALLATION OPTIONS:

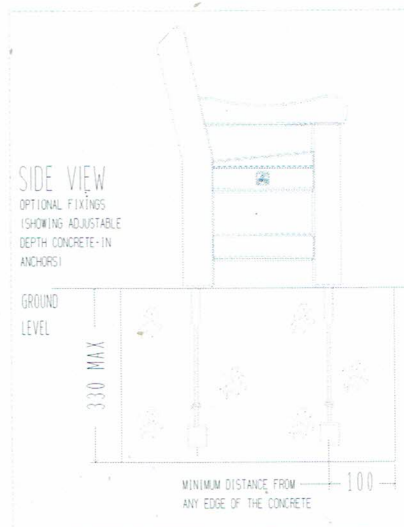
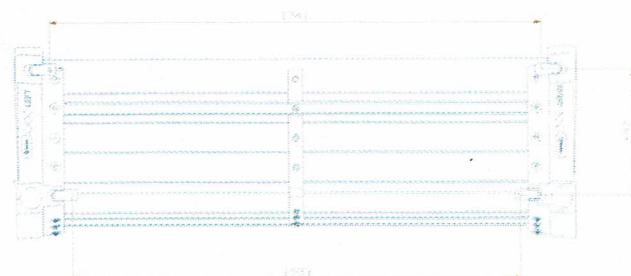
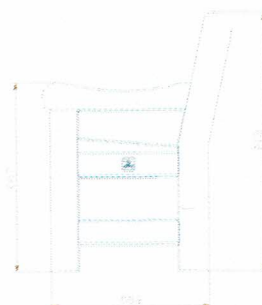
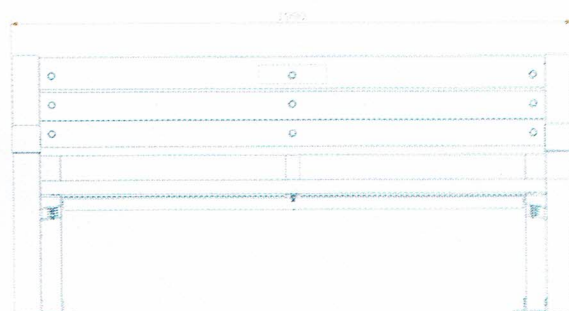
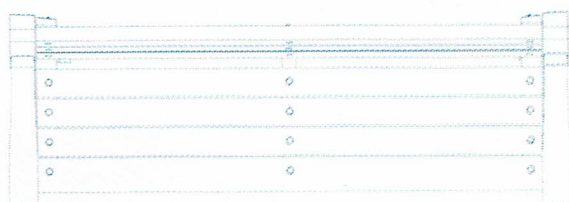
GLASDON ALWAYS RECOMMENDS PERMANENT GROUND FIXING BY THE FOLLOWING:

- A SOUND CONCRETE FOUNDATION IS THE PREFERRED METHOD.
  - a) GROUND FIXING BOLTS (IN EXISTING OR NEW CONCRETE FOUNDATIONS) ALLOW TIME FOR NEW CONCRETE FOUNDATIONS TO CURE. 6 HOLES TO BE DRILLED FOR GROUND FIXING BOLTS 12mm x 130mm (MINIMUM DEPTH). ENSURE HOLES ARE LOCATED AT LEAST 100mm FROM ANY EDGE OF THE CONCRETE FOUNDATION.
  - IF USING YOUR OWN FIXINGS ENSURE Ø 50mm WASHERS ARE USED.
  - b) ADJUSTABLE DEPTH CONCRETE-IN ANCHORS (IN NEW CONCRETE) WHEN CREATING A NEW CONCRETE FOUNDATION, THESE FIXING KITS PROVIDE FASTER/EASIER INSTALLATION (WITHOUT DRILLING) WHILST ALLOWING THE UNIT TO BE FASTENED DOWN AND REMOVED IF REQUIRED, LEAVING NO TRIP HAZARD. ENSURE HOLES ARE LOCATED AT LEAST 100mm FROM ANY EDGE OF THE CONCRETE FOUNDATION.
- TARMAC AND BLOCK PAVING  
WHEN INSTALLING ON TARMAC OR BLOCK PAVING, A CONCRETE BASE IS STRONGLY RECOMMENDED TO PROVIDE ADEQUATE SECURITY AND IMPROVED OPERATION.
- FLAGSTONES (USING GROUND FIXING BOLTS)  
WHEN INSTALLING ON FLAGSTONE OF A MINIMUM 50mm (2") THICK, ENSURE HOLES LOCATED AT LEAST 110mm FROM ANY EDGE OF THE FLAGSTONE.

FOR INCREASED SECURITY, USE A DOUBLE LAYER OF FLAGSTONES BOLTED TOGETHER

OR

- INTERNAL CONCRETE BALLAST



website: [www.glasdon.com](http://www.glasdon.com)  
e-mail: [sales@glasdon.com](mailto:sales@glasdon.com)  
Telephone: 01253 600400  
Facsimile: 01253 792558

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SPECIFICATION NUMBER - 095044-501

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