



HUTTON PARISH COUNCIL

7 BILSBOROUGH MEADOW
PRESTON
PR2 1YY



NEXT MEETING

27th August 2025

Members of the Council are summoned to the PARISH COUNCIL MEETING to be held on
Wednesday the 3rd September 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 25th June 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:

02/06/2025	P HEISE LENGTHSMAN	12	573.44
02/06/2025	C LISTER ASSISTANT LENGTHSMAN	13	396.80
25/06/2025	LENGTHSMAN RETIREMENT GIFT	14	107.50
25/06/2025	VISION ICT WEBSITE / EMAIL HOSTING TO 7/26	15	432.00
25/06/2025	WV MCWHITTLE SALARY 1ST QTR	16	1817.05
25/06/2025	HMRC 1ST QTR	17	1434.46
25/06/2025	C LISTER ASSISTANT LENGTHSMAN	18	396.80
30/06/2025	BANK CHARGES	19	6.00
10/07/2025	LEA AND COTTAM PC SPID MANAGEMENT CHARGE	20	400.00
10/07/2025	1/3RD MICROSOFT 365 SUBSCRIPTION	21	29.16
16/04/2025	P HEISE LENGTHSMAN	22	573.44
10/07/2025	PRINTING WORLD NEWSLETTER	23	214.00
24/07/2025	SRBC NEW PATH TO WILDLIFE AREA CIL FUNDING	24	23437.8
24/07/2025	C LISTER ASSISTANT LENGTHSMAN	25	408.78
31/07/2025	BANK CHARGES	26	6.00

6. To consider and approve the Financial Statement as at 30th June 2025
7. To consider 'in principle' the enclosed communication from Hutton Village Hall Management Committee requesting potential funding for various VH improvements using CIL funds. Should an 'in principle' agreement be agreed then specific quotations would be required, invoices in the name of the Parish Council (so that Vat can be reclaimed) and appropriate certificates and public liability insurance cover be evidenced where any installation costs are to be incurred by the Parish Council.
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 note that the date of the next meeting is scheduled for Wednesday the 22nd October 2025



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Prior to the meeting being opened the Chairman of Hutton Parish Council and the Chairman of Longton Parish Council made a joint presentation to Peter Heise the lengthsman for both Parishes who is retiring today. Peter, who has been the lengthsman for over 20 years, was thanked for his long and loyal services to both Parishes and was presented with vouchers from both Parishes in appreciation of his sustained efforts during that time to help maintain the tidiness and cleanliness of both Parishes who have during this period both separately won the Lancashire Best Kept Village Competition.

MINUTES of the PARISH COUNCIL MEETING held on
Wednesday the 25th June 2025 at Hutton Village Hall commencing at 7.30pm

Present: Cllrs Parkes, Martin and Butterworth

There were no members of the public present

40/25 To receive apologies

Cllrs Martinez and Potter

41/25 To consider and approve the Minutes of the meeting held on 7th May 2025 which are enclosed

It was resolved that the minutes of the meeting held on the 7th May 2025 should be approved and signed by the Chairman as a true and accurate record

42/25 To receive Declarations of Interest

None

43/25 To adjourn the meeting for a period of public participation

There were no members of the public present

44/25 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

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

46/25 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.

It was resolved that no representation should be made.

47/25 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.

It was resolved that the quotation for the new bench as detailed above should be accepted at a price of £1250.00 plus Vat (the latter being recoverable by the Parish Council in normal course)

48/25 To receive from Parish Councillors any updates on Parish Council related matters

It was suggested that the cutting of the grass on Long Wood should in future years be done slightly later so as to avoid any potential damage to the planted bulbs.

It was mentioned that the 'for sale' sign on land behind Walton Gardens had now been removed.

Cllr Butterworth suggested that sight of the legal document referring to land given to Hutton Grammar School should be checked for any covenant which would allow public access to the school playing fields which were likely to be fenced for child safeguarding reasons. It was suggested that since Cllr Butterworth was this Council's representative on the HGS Trust that perhaps she might wish to approach them direct.

49/25 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

There were no members of the public present

50/25 To consider applications, sent out under separate cover duly received for the existing casual vacancy that can now be filled by co-option

It was resolved that Kevin Ward should be co-opted to the existing vacancy that can now be filled by co-option.

It was further resolved that provided no by-election has been called by the 3rd July 2025 (statutory notice period end) then James Sandwell should also be co-opted to what would then be a second casual vacancy

51/25 To note that the date of the next meeting is scheduled for Wednesday the 3rd September 2025

It was noted that the next meeting is scheduled for the 3rd September 2025

FINANCIAL STATEMENT 1ST APRIL 2025 TO 30TH JUNE 2025				
REVISED				
BUDGET	INCOME	£		
54716	Balance b/f 1st April 2025	56604.18		
29000	Precept	29000.00		
200	Bank Interest	189.60		
333	V A T Recovered	1560.22		
84249	Total	87354.00		
	LESS EXPENDITURE			
220	Hire of Hall for Meetings			
900	Subscriptions/Registrations/Web Site	360.00		
11000	Lengthsman	2337.28		
800	Insurance	648.74		
800	Materials / General Maintenance	39.26		
	Vat Recoverable	429.67		
12500	Salaries	2900.08		
1000	National Insurance Employer	254.86	Budget increased by 400 due to Govt NI budget changes.	
100	Donations			
500	Postage Telephone & Stationery etc	294.59	Budget increased by 100 to include Lengthsman leaving present	
300	Mileage	70.20		
400	Audit	135.00		
200	Xmas Tree			
90	Bank Charges	18.00		
700	Newsletter			
1500	Jubilee Garden & Planter Maintenance	670.86		
1000	Long Wood Maintenance			
1300	Spid Project Management Costs		Budget allocated to cover Man Costs	
550	Xmas / Remembrance Events			
900	Spid Project Capital Outlay CIL	900.00	Budget allocated to cover Capital cost	
34760	Total	9058.54		
49489	Balance in hand	78295.46		
	Bank Balance	45692		
		32603		
	Net Balance	78295.46		
	LESS RESTRICTED FUNDS (CIL)	36617.66	£20K due to be paid re path and bench	
	UNSPENT BUDGET BALANCE / RESERVES	41677.80		

Parish council funding towards facilities at Hutton Village Hall

From: Andrew Baller <a.e.baller1@googlemail.com>

Sent: Sat, 16 Aug, 2025 at 17:14

To: cllr.parkes@hutton-pc.gov.uk

Cc: clerk@hutton-pc.gov.uk

Hi Dave,

Looking back at my emails, it was mid March when we last exchanged any communications regarding the potential to use some of the Community Infrastructure Levy money available to the Parish Council towards providing facilities at Hutton Village Hall.

The Parish Council had decided that most of the work we were doing earlier in the year could not be funded, the exception being the installation of a noticeboard on the front of the building. We also discussed that the Village Hall would be looking to install new stage lighting which you felt could be considered once we had more details.

First I would like to return to the noticeboard as whilst we had been advised this would probably qualify, once we asked to go ahead and provided pricing, we didn't get a response. The village hall has delayed installing the noticeboard whilst awaiting a response so it would be appreciated if you could advise what the parish council's decision on this matter was.

Moving on to the stage lighting, this is set to be a large project and as I will have to manage it myself around work and other commitments, it will have to be broken down into smaller blocks of work which I have started to cost accordingly. Before I go into the pricing, I should confirm that this would see the introduction of new facilities at the hall, it is not a case of directly replacing existing equipment which I know from previous discussions doesn't necessarily fit the intentions of the CIL money.

Having already costed some sections, I estimate that the total cost of installing modern stage lighting at the village hall will be £5000 which is actually lower than market rates as I am able to access preferential pricing from some suppliers and am undertaking some aspects of the project myself with help from my son. I feel the most urgent requirement is to install lighting in the body of the hall pointing towards the stage so the first three sections would have to be undertaken followed by others as we are able to accommodate them:

1. Mounting equipment to be installed in the hall to support lighting pointing towards the stage - £221.81 (or £250 in round numbers)
2. First phase of lighting facing the stage - 8 x 120 watt RGBW spotlights, clamps, safety chains and cables - £1,424.64 (or £1500 in round numbers)
3. Control distribution equipment and cabling - £389.52 (or £400 in round numbers)
4. First phase of lighting above the stage - 8 x 35 watt RGBW spotlights, 8 x 36 watt COB RGB spot / floodlights, clamps, safety chains and cables - £966.91 (or £1000 in round numbers)
5. Second phase of lighting facing the stage - 4 x 60 watt WW Fresnel spotlights, clamps, safety chains and cables - approximately £600
6. Second phase of lighting above the stage - 5 x 60 watt RGBW battens, mounts, clamps, safety chains and cables - approximately £600

Note that all of the above are to supply only but do include VAT, there may also be a requirement for some electrical work so £5000 is a working figure, not a final figure.

Separate to the lighting but in the same area of the building, we are also looking to install 2 x stage curtain tracks, these are coming to £975.56 each for the kit, fixings such as screws, nuts, bolts etc. are not included in this price. So I think that if we were to consider all of the above for potential CIL money, we would have:

- Noticeboard supply and installation £550
- Stage lighting £5000
- 2 x Stage curtain tracks £2000

Please could you discuss this at your earliest opportunity as we are keen to complete the noticeboard and the first section of the lighting before the end of the year.

Regards,

Andrew Baller

Chair, Hutton Village Hall Management Committee

Hutton Village Hall - Registered Charity Number. 517931