



HUTTON PARISH COUNCIL

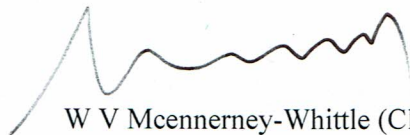
7 BILSBOROUGH MEADOW ·
PRESTON
PR2 1YY



NEXT MEETING

26th November 2025

Members of the Council are summoned to the PARISH COUNCIL MEETING to be held on
Wednesday the 3rd December 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 October 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 consider planning application 07/2025/00834/FUL relating to the development of 161 dwellings on land off Walton Gardens, Hutton
6. To approve the following payments:

01/10/2025	NORTH WEST AIR AMBULANCE SUBSCRIPTION	40	50.00
09/10/2025	DEFIB STORE CHILD PADS	41	126.00
09/10/2025	RAINFORD LENGTHSMAN	42	657.00
31/10/2025	BANK CAHRGES	43	6.00

7. To consider the enclosed draft budget proposals and set the Precept for 2026/27
8. To consider and adopt the attached IT & USE OF PERSONAL DEVICES POLICY as required under the revised External Audit requirements recently introduced for 2025/6
9. 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

10. 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 below
11. To consider the application, which has been sent out under separate cover to fill the casual vacancy that can now be filled by co-option.
12. To note that the date of the next meeting is scheduled for Wednesday the 28th January 2026



HUTTON PARISH COUNCIL

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Minutes of the PARISH COUNCIL MEETING held on
Wednesday the 22nd October 2025 at Hutton Village Hall commencing at 7.30pm

Present: Cllrs Parkes, Martin, Butterworth, Potter and Sandwell

There were three members of the public present

61/25 To receive apologies

Cllr Martinez

62/25 To consider and approve the Minutes of the meeting held on 3rd September 2025 which are enclosed

It was resolved that the minutes of the meeting held on the 3rd September 2025 should be approved and signed by the Chairman as a true and accurate record.

63/25 To receive Declarations of Interest

None

64/25 To adjourn the meeting for a period of public participation

A resident expressed concern with regard to parking caused particularly at Hutton Grammar School opening and closing times. He further stated that the development of further housing behind Walton Gardens would make matters even worse. The Chairman stated that this Council had raised the question of traffic congestion with the developers and that we now awaited the formal planning application. Once this is received the Parish Council will comment accordingly.

It was mentioned that the proposed new Local Plan had not yet been adopted. The public inquiry is expected in 2026.

It was mentioned that a Neighbourhood Forum meeting is taking place on the 30th October 2025 in Walmer Bridge between 7 and 8 pm

It was mentioned that the decision regarding the preferred cable route in respect of the East Irish Sea Transmission Project is expected to take place by the end of October. It was also mentioned that the community event scheduled for October by the National Grid in respect of proposals for developing the Howick Cross Lane substation in Penwortham to accept windfarm supplies has been postponed until November.

SRBC have provided a number of large poppies which are to be used as part of this Council's Remembrance Event.

65/25 To approve the following payments:

20/08/2025	PFK LITTLE JOHN EXTERNAL AUDIT	27	252.00
20/08/2025	LCC LED LIGHT CAR PARK	28	270.00
20/08/2025	DEFIB REPLACEMENT PADS	29	210.00
20/08/2025	VIKING STATIONERY	30	114.59
20/08/2025	APG DOMESTICS CAR PARK LIGHT CHECK	31	85.00
31/08/2025	BANK CHARGES	32	6.00
01/09/2025	C LISTER ASSISTANT LENGTHSMAN	33	471.20
19/09/2025	INFORMATION COM OFFICE	34	47.00
26/09/2025	KEN LINFORD GARDEN	35	696.00
26/09/2025	W V MCWHITTLE SAL 2ND QTR	36	1936.31
26/09/2025	HMRC 2ND QTR	37	1537.87
26/09/2025	WILLOW LANDSCAPES NEW BENCH	38	1500.00
30/09/2025	BANK CHARGES	39	6.00

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

66/25 To consider and approve the Financial Statement as at 30th September 2025

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

67/25 To consider what, if any, action is required to combat the continued parking of vehicles on the grass verges of Long Wood.

It was resolved that no action should be taken at the present time since no damage had occurred to the grass area concerned possibly due to dry weather.

It was further resolved that this Council would re-visit the matter should any damage occur in the future particularly following adverse weather conditions.

68/25 To receive from Parish Councillors any updates on Parish Council related matters

It was confirmed that HGS had not yet submitted any application to divert the PROW which runs across their land

Reference was made to a recent accident on Moor Lane and how dangerous the road had become due to excessive speed thought to be due to HGS 6th Formers driving carelessly.

Mention of excessive noise emanating from the school was made – noise nuisance should be reported direct to SRBC for investigation.

It was suggested that many residents were not aware of how to report issues of concern. It was suggested that the next Hutton News might carry an article to help educate residents on how and to whom to report various common issues.

The Parish Council Christmas Event is scheduled for the 5th December 2025

69/25 To note that the date of the next meeting is scheduled for Wednesday the 3rd December 2025

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

FINANCIAL STATEMENT 1ST APRIL 2025 TO 30TH SEPTEMBER 2025			ESTIMATED	PRECEPT 2026/7
REVISED			OUTURN	
BUDGET	INCOME	£		
54716	Balance b/f 1st April 2025	56604.18	56604	29491
29000	Precept	29000.00	29000	30000
200	Bank Interest	374.50	500	200
333	V A T Recovered	1560.22	1560	4857
84249	Total	87538.90	87664.00	64548
	LESS EXPENDITURE			
220	Hire of Hall for Meetings		220	240
900	Subscriptions/Registrations/Web Site	436.16	900	1000
11000	Lengthsman	3790.70	9000	11000
800	Insurance	648.74	650	850
800	Materials / General Maintenance	510.09	800	800
	Vat Recoverable	4857.24	4857	
12500	Salaries	5986.82	12500	13000
1000	National Insurance Employer	537.93	1080	1100
100	Donations		100	100
500	Postage Telephone & Stationery etc	416.45	600	800
300	Mileage	148.20	300	300
400	Audit	345.00	345	400
200	Xmas Tree		200	250
90	Bank Charges	36.00	90	90
700	Newsletter	214.00	500	500
1500	Jubilee Garden & Planter Maintenance	670.86	1500	1500
1000	Long Wood Maintenance	580.00	1000	1000
550	Xmas / Remembrance Events		550	550
19531	New Path CIL	19531.50	19531	
1300	Spid Project Management Costs CIL	400.00	1300	1300
900	Spid Project Capital Outlay CIL	900.00	900	
1250	New Bench CIL	1250.00	1250	
55541	Total	41259.69	58173	34780
28708	Balance in hand	46279.21	29491	29768
	Bank Balance	13491.08		
		32788.13		
	Net Balance	46279.21		
	LESS RESTRICTED FUNDS (CIL)	15436.16		15436
	UNSPENT BUDGET BALANCE / RESERVES	30843.05	RESERVES	14332

HUTTON PARISH COUNCIL

IT & USE OF PERSONAL DEVICES POLICY

1. Introduction

Hutton Parish Council (the Council) recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications

2. Scope

This policy applies to all individuals who use the Council's IT resources which include computers, networks, software, devices, data, and email accounts. At the time of the adoption of this policy the Council do not supply computers, networks, software or devices to individuals recognising the benefits that can be achieved by allowing councillors to use their own electronic devices for council business whether that is at home or at meetings (see later guidelines re use of personal devices and software)

The use of such devices to create and process council information and data creates issues that need to be addressed, particularly in relation to information security.

The Council must ensure that it remains in control of the data for which it is responsible, regardless of the ownership of the device used to carry out processing.

3. Acceptable use of IT resources including email

The Council's IT resources (in this case email accounts) are to be used for official council-related activities and tasks only. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content. Emails should also be professional and respectful in tone. Users must be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

4. Passwords and account security

Users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

5. Email monitoring

The Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

6. Retention and archiving

Emails should be regularly reviewed and deleted in order to maintain an organised inbox.

7. Responsibility of Councillors

Individuals using their own devices must take responsibility for their own device and how they use it

They must familiarise themselves with their device and its security features so that they can ensure the safety of council information (as well as their own information)

Invoke the relevant security features

Maintain the device themselves ensuring it is regularly patched and upgraded

Ensure it is used only in line with the values in the Code of Conduct and the Nolan Principles

The Council cannot take responsibility for supporting devices that it does not provide.

They should take all reasonable steps to prevent theft or loss of data. Keep information confidential, maintain the integrity of data and information and take responsibility for any software they download onto their device.

Set up passwords, passcodes, passkeys or biometric equivalents which are of sufficient length and complexity for the particular type of device.

Only maintain Council information on a device where it is essential and delete such information as soon as possible once it is no longer required. This includes information within emails.

Be aware of any data protection issues and ensure personal data is handled in accordance with legislation and is deleted once the purpose for which it was held has come to an end.

No Council information must be left on any personal device indefinitely, taking particular care if a device is disposed of/sold/transferred to a third party.

Ensure they immediately delete all Council data from their personal devices once they have left the Council

8. Monitoring and Access

The Council will not routinely monitor personal devices but reserves the right to take such action as appropriate to retrieve information owned by the Council.

The Information Commissioners Office may also take such action as appropriate to retrieve Council information relating to a Subject Access Request

9. Data Protection

The Council must process 'personal data' in accordance with the Data Protection Act 2018 and the General Data Protection Regulations. The Council, in line with guidance from the Information Commissioners Office recognises that there are inherent risks in using personal devices to hold third party personal data. Therefore, Councillors must follow the guidance in this document when using their own devices to process personal data. A breach of the Data Protection Act 2018 or the GDPR can lead to a Council being fined. Any Councillor found to have deliberately breached the Act or Regulations may be subject to disciplinary measures or even a criminal prosecution.

10 Personal Data

'Personal Data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".