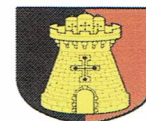




HUTTON PARISH COUNCIL

7 BILSBOROUGH MEADOW
PRESTON
PR2 1YY



NEXT MEETING

26th August 2026

Members of the Council are summoned to the PARISH COUNCIL MEETING to be held on
Wednesday the 2nd September 2026 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 the 6th May 2026
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 the following planning applications:

None

6. To approve the following payments:

16/04/2026	VISION ICT EMAIL ADDRESS SET UP	1	30.00
16/04/2026	M RAINFORD LENGTHSMAN	2	342.00
16/04/2026	ROSEWOOD JOINERY NOTICE BOARD INSTAL VILLAGE HALL	3	60.00
30/04/2026	BANK CHARGES	4	7.00
18/05/2026	VIKING STATIONERY	5	239.61
18/05/2026	WISEMAN INTERNAL AUDIT	6	140.00
18/05/2026	VISION ICT IT SUPPORT & EMAIL HOSTING	7	444.00
18/05/2026	RAINFORD LENGTHSMAN	8	482.30
18/05/2026	RAINFORD ASSIST LENGTHSMAN	9	84.50
20/05/2026	ZURICH INSURANCE RENEWAL	10	735.50
31/05/2026	BANK CHARGES	11	7.00
22/06/2026	INLAND REVENUE 1ST QTR	12	1480.72
22/06/2026	PRINTING WORLD NEWSLETTER	13	224.00
22/06/2026	M RAINFORD LENGTHSMAN	14	490.12
22/06/2026	NEWGATE NURSERIES	15	731.94
22/06/2026	W MCWHITTLE SALARY 1ST QTR	16	1892.88
30/06/2026	BANK CHARGES	17	7.00
22/07/2026	M RAINFORD LENGTHSMAN	18	519.40
22/07/2026	PFK LITTLEJOHN EXTERNAL AUDIT FEE	19	378.00
22/07/2026	LINFORD GARDEN CENTRE GRASS CUTTING LONG WOOD	20	300.00
22/07/2026	JACKIE RAINFORD ASSISTANT LENGTHSMAN	21	338.00
31/07/2026	BANK CHARGES	22	7.00

7. To receive and note the enclosed External Auditors Report for 2025/2026

8. To approve the enclosed Financial Statement as of 30th June 2026
9. To receive an update on this year's Christmas Event and approve any suggested changes to its format or arrangements
10. To consider the value in this day and age of continuing with the production of Hutton News and if required consider a suggestion that this Council in future utilise the services of a delivery company for Hutton News at a cost of between £150/£200 per issue since it has not been possible to recruit any more volunteers to undertake the task as in the past.
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 exclude the public and press from the meeting under the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be now transacted.
13. To consider the application received to fill one of the present casual vacancies details of which have been sent to members under separate cover
14. To note that the date of the next meeting is scheduled for Wednesday the 7th October 2026



HUTTON PARISH COUNCIL



Minutes of the ANNUAL PARISH COUNCIL MEETING held on
Wednesday the 6th May 2026 at Hutton Village Hall commencing at 7.30pm

Present: Cllrs Parkes, Martin, Butterworth and Cookson

There were 3 members of the public present

34/26 To elect the Chairman for the following 12 months

Cllr Parkes was elected Chairman for the following 12 months. He then signed the Declaration of Office form

35/26 To elect the Vice Chairman for the following 12 months.

Cllr Butterworth was elected Vice Chairman for the following 12 months

36/26 To receive apologies

Cllr Martinez

37/26 To consider and approve the Minutes of the meeting held on the 8th April 2026

It was resolved that the minutes of the meeting held on the 8th April 2026 should be signed by the Chairman as a true and accurate record

38/26 To receive Declarations of Interest

None

39/26 To adjourn the meeting for a period of public participation

The meeting was adjourned

A resident mentioned that obstructive parking situations were occurring at the top of Ratten Lane due to the number of visitors to the children's home. The Chairman stated that this was really a police issue however as the last PACT meeting had taken place recently, he would try to contact the police himself.

It was mentioned that the May Day Fete went really well and thanks were expressed to the VH Committee who had organised the event.

It was mentioned that SRBC at the request of the Parish Council SRBC had agreed to allow the Parish Council to undertake more regular maintenance work on the part of the pond owned by them. It was mentioned that SRBC still had contact with the owner of the other part of the pond and were seeking a longer-term ownership solution.

Following a meeting between the Parish Council and Officers of SRBC it was confirmed that SRBC were looking at potential plans to deal with the old tennis courts which were in a poor state of repair and also the access path to the playground which needed work to be undertaken relating particularly to pot holes

The Walton Gardens planning application is due to go to SRBC Planning Committee in June. It was stated that a revised plan had been submitted. The Chairman asked that SRBC make sure that the Parish Council were re-consulted before any decision was made.

The meeting was reconvened

40/26 To consider the following planning applications:

07/2026/00278/CLD – Erection of domestic outbuilding and hard standing @ 1 Moor | Lane Hutton PR4 5SE.

07/2026/00290/PAP – Prior notification of intention to change use class from agricultural to gym under Town and Country (General Permitted Development) (England) Order 2015 (as amended) Schedule 2 Part 3 Class R. @ Orchard Industrial Estate, Ratten Lane Hutton

Objections may only be raised for limited reasons being Transport and Highways Impact, Noise, Contamination, Flood and whether location is suitable for the new use.

07/2026/00307/TDC – Stage 2 Technical details application for 3 no dwellings following approved Permission in Principle 07/2025/00237/PIP on Land between 196 and 208 Liverpool Road Hutton PR4 5HB

It was resolved that comment should be made regarding application 07/2026/00290/PAP raising concerns with regard to the access to the site which is a narrow road in extremely poor condition and also the likely increase in vehicular movements which might affect neighbourhood amenity.

41/26 To approve the following payments:

None

42/26 To approve the enclosed Financial Statement as of 31st March 2026

It was resolved that the Financial Statement as of 31st March 2026 should be approved

43/26 To receive and note the Internal Auditors Report for the year 2025/26

It was resolved that the Internal Auditors Report should be noted

44/26 To approve Section 1 Annual Governance Statement 2025/26 and Section 2 Accounting Statements 2025/26 (enclosed) being part of the Annual Governance and Accountability Return 2025/26 and authorise the Chairman and Clerk/RFO to sign them on behalf of this Council.

It was resolved that the documents referred to above should be approved and that the Chairman and Clerk/RFO should be authorised to sign them on behalf of this Council

45/26 To appoint representatives to Hutton Village Hall Management Committee (Two)

It was resolved that Cllrs Martinez and Martin should be appointed as representatives to the above-mentioned Committee

46/26 To consider whether this Council should take responsibility for the maintenance of the SRBC section of the pond at the Village Hall on a 12-month trial basis and if so, authorise the Chairman and Clerk to sign the appropriate licence agreement with SRBC

It was resolved that this Council should take responsibility for the maintenance of the SRBC section of the pond at the Village Hall as outlined above and that the Chairman and Clerk should sign the appropriate licence agreement with SRBC on behalf of this Council

47/26 To receive from Parish Councillors any updates on Parish Council related matters

It was mentioned that the pond and surrounding areas located in the wildlife area needed some attention. The Chairman stated that the Parish Council had very recently met with Officers from SRBC and that various issues had been raised. He suggested that time should now be given to SRBC to come up with appropriate plans.

It was suggested that the Xmas tree donated by Hickory's had not been properly maintained resulting in its current poor condition. It was suggested that it needed to be fed and watered on a regular basis otherwise it would eventually die. The Clerk will be discussing with the Parish Council lengthsmen the various suggestions put forward to resolve the issue.

48/26 To note that the date of the next meeting is scheduled for Wednesday the 24th June 2026

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of **Hutton Parish Council – LA0113**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

16/07/2026

FINANCIAL STATEMENT 1ST APRIL 2026 TO 30TH JUNE 2026				
REVISED				
BUDGET	INCOME			
48221	Balance b/f 1st April 2026	48221.03		
30000	Precept	30000.00		
200	Bank Interest	161.11		
5558	V A T Recovered	5558.06		
83979	Total	83940.20		
	LESS EXPENDITURE			
240	Hire of Hall for Meetings			
1000	Subscriptions/Registrations/Web Site	395.00		
11000	Lengthsman	1398.92		
850	Insurance	735.50		
800	Materials / General Maintenance	60.00		
	Vat Recoverable	240.93		
13000	Salaries	2993.91		
1100	National Insurance Employer	267.52		
100	Donations			
800	Postage Telephone & Stationery etc	226.04		
300	Mileage	85.80		
400	Audit	140.00		
250	Xmas Tree			
90	Bank Charges	21.00		
500	Newsletter	224.00		
1500	Jubilee Garden & Planter Maintenance	609.95		
1000	Long Wood Maintenance			
550	Xmas / Remembrance Events			
33480	Total	7398.57		
50499	Balance in hand	76541.63		
	Bank Balance	43241.66		
		33299.97		
	Net Balance	76541.63		
	LESS RESTRICTED FUNDS (CIL)	29015.32		
	UNSPENT BUDGET BALANCE / RESERVES	47526.31		

COMMUNITY INFRASTRUCTURE LEVY STATEMENT

DATE	RECEIPTS	EXPENDITURE REASON	EXPENDITURE	BALANCE
24/11/2017	41062.61			41062.61
17/07/2018		BENCH PURCHASE	809.50	40253.11
06/09/2018		BENCH PURCHASE	2398.05	37855.06
26/11/2018		BENCH SLABS	611.28	37243.78
07/12/2018		BENCH PURCHASE	518.47	36725.31
22/01/2019	1942.06			38667.37
12/04/2019		5 PLANTERS	1706.62	36960.75
12/04/2019		BENCH SLABS	200.00	36760.75
01/05/2019		KERB EDGINGS	650.00	36110.75
25/06/2019		BENCH PURCHASE	518.47	35592.28
06/08/2019		BENCH PURCHASE	518.47	35073.81
28/08/2019		BENCH PURCHASE	850.00	34223.81
28/08/2019		KERB EDGINGS	175.00	34048.81
17/09/2019		NEW BUS SHELTER	204.17	33844.64
17/09/2019		BENCH SLABS	3571.00	30273.64
08/12/2023	5374.35			35647.99
31/03/2024	48379.02	BALANCE TO DATE	12731.03	35647.99
08/05/2024	310.60			35958.59
01/10/2024	4633.07			40591.66
01/10/2024		NEW PLANTERS	1744.00	38847.66
13/03/2025		SPID PROJECT	330.00	38517.66
27/03/2025		CAR PARK REPAIR	1000.00	37517.66
31/03/2025	53322.69	BALANCE TO DATE	15805.03	37517.66
01/05/2025		SPID PROJECT	900.00	36617.66
10/07/2025		SPID MANAGEMENT	400.00	36217.66
24/07/2025		NEW PATH RECREATION GROUND	19531.50	16686.16
26/09/2026		NEW BENCH	1250.00	15436.16
24/10/2025	16421.26			31857.42
27/11/2025		VILLAGE HALL IMPROVED LIGHTING	1698.50	30158.92
12/12/2025		SPID MANAGEMENT	400.00	29758.92
24/03/2026		NEW NOTICE BOARD VILLAGE HALL	343.60	29415.32
24/03/2026		SPID MANGEMENT	400.00	29015.32
31/03/2026	69743.95	BALANCE TO DATE	40728.63	29015.32