Minutes of the Meeting of Hilton Parish Council on Monday 2nd November 2026 at 19:30 in Hilton Village Hall

Present: Cllr P. Balicki (Chairman), Cllr R. Dulstone, Cllr E McCarthy, Cllr M. Stott, Cllr S. Suckling, Cllr C. Tevlin, Cllr S. Walker, Cllr C. Wood.
In attendance: The Clerk (N. di Castiglione), CCllr D. Keane and 2 members of the public.

The meeting commenced at 19.30.

26/27-157. To receive any apologies for absence.
There were apologies from Cllr R. Norton (personal).

26/27-158. To receive Councillors' declarations regarding disclosable pecuniary and/or other Registrable interests along with the nature of those interests in relation to any agenda item.
There were no declarations of interest.

26/27-159. To note any dispensation requests made to the Clerk in accordance with the Disclosable Pecuniary Interest Dispensation Procedure and declare the nature of dispensations granted.
There were no dispensations requested.

The meeting was adjourned at 19.32 to allow **comments and observations from members of the public and to receive reports from the County and District Councillors.**
District Councillor Sarkies had submitted apologies and a brief written report which had been circulated and published as one of the Supporting Documents to the meeting.
County Councillor Keane spoke of his involvement in the matter of yellow lines being put on part of Church Lane without a TRO, and agreed to enquire into what follow-up action happens when such incidents occur; also, how the delay in the implementation of Local Government Reorganisation means the first elections for the new unitary authority will be in 2028. He referenced the new National Scheme for Delegation in respect of Planning matters resulting in the bar being very high for applications to go to the DMC – with all applications under 200 dwellings being now an Officer's decision. He was asked about a spate of burglaries and whether this was a feature in other villages and agreed to seek further involvement by the local Police Liaison Officer.

The meeting was re-convened at 19.38.

26/27-160. To approve the minutes of the Extraordinary Parish Council Meeting held on Monday 28th September 2026 and the Parish Council Meeting held on Monday 5th October 2026.
It was **RESOLVED** that the minutes of the Extraordinary Parish Council Meeting held on Monday 28th September 2026 are approved as a true record. It was **RESOLVED** that the

minutes of the Parish Council Meeting held on Monday 5th October 2026 are approved as a true record.

26/27-161. Matters arising from the last meeting including Clerk's report – information only. No discussion and no decisions can be made – Local Government Act 1972 s12 10(2) (b) states that business must be specified.

The Clerk reported, a) Repairs to the Climbing Frame were completed on 26th and 27th October. b) A quotation is imminent for general and essential maintenance work to the Playground, as identified in the Inspection made in February 2026, will be taken to the Finance Committee meeting on 16th November. c) Work to address the failure of work done in the summer of 2025 to the Maze had been completed. Advice offered about future needs and maintenance will be considered at the December meeting. d) Work by Cllr Norton on Terms of Reference and a draft Plan for how to deal with excess water and related issues will be put before the Water Management Working Group on 23rd November. e) The proposal for the creation of Boules Courts on the Green has been submitted for consideration by the Common Rights Holders prior to wider consultation.

26/27-162. To review and ratify the decisions made under the scheme of delegation.

There were none.

26/27-163. Green Open Spaces: To receive the verbal report and decide any actions.

It was NOTED there is some tree damage following recent stormy weather; there had been a very productive Volunteers Day on Sunday 1st November and thanks expressed to those involved. The Open Spaces Officer anticipates bringing proposals for tree-related work to the December meeting.

26/27-164. Fireworks and Bonfire Event 2026: To receive a verbal update on the practical arrangements, note the £250 charge for the Display Coordinator and agree any actions.

Cllr Stott gave an extensive verbal update on plans and arrangements for the Fireworks and Bonfire event on 7th November and how all the requisite health and safety and insurance requirements expectations were to be achieved. It was **RESOLVED** that the charge of £250 for the services of the Fireworks' Coordinator be accepted and included in the invoice from the supplier. It was **RESOLVED** that Cllr Walker will oversee the reconciliation of cash receipts and arrangements for them to be kept in safes over the weekend prior to banking by the Clerk.

26/27-165. To consider the request for a £60 donation to the Royal British Legion and agree any actions.

It was **RESOLVED** that a donation of £60 be made in support of the annual Royal British Legion appeal; and that a cheque for the same be drawn up.

26/27-166 To consider purchase of The 2026 Edition of 'The Clerk's Manual' from SLCC at the member's rate of £43.40 and agree any actions.

It was **RESOLVED** that a copy of The 2026 Edition of 'The Clerk's Manual' be purchased from SLCC at the reduced member's rate of £43.40 (plus delivery charge).

26/27-167. To note the Christmas Lights at the Village Hall will be lit from 28th November, agree when the Parish Council's lights should be turned on at the Pavilion and when they should be taken down.

It was **RESOLVED** that, following a PT testing of the lights, the seasonal outdoor lighting around the Pavilion be put up and lit from 28/11/2026 and taken down on 05/01/2027.

26/27-168. To consider adding to the Maintenance Contract the capacity for additional claims for **fuel** spent on additional work done outside of the scope of the Contract, with effect from 1st April 2027 and agree any actions.

It was **RESOLVED** that the Maintenance Contract for 2027-28, with effect from 1st April 2027, be extended to allow for fuel claims from the Contractor for additional work agreed and done outside of the scope of the standard contract areas.

26/27-169. To review and receive the financial reports.

169.1 Financial Accounts October 2026,
169.2 Management Accounts October 2026
169.3 Budget Analysis October 2026,
169.4 Equals Card Analysis October 2026.

It was NOTED that the Finance Committee will scrutinise these reports at the meeting to be held on 16th November. It was **RESOLVED** that the financial reports for October were received.

26/27-170. To note any payments received.

There were none.

26/27-171. To approve payments:

Minute Ref	Payee	Description	Amount	Method	Legislation
26/27-171.1	JSC Services	Maintenance Contract – September	£963.92	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
26/27-171.2	JSC Services	Additional work, Oak Tree Farm	£63.60	BACS	Open Spaces Act 1906 s10 - Power to maintain open spaces
26/27-171.3	JSC Services	Additional work, Jubilee Playground	£21.20	BACS	Open Spaces Act 1906 s10 - Power to maintain open spaces
26/27-171.4	A J Seifert	Interim Ditch Work Contract	£375.00	BACS	Public Health Act 1936, ss.260(1) (b), 260(1)(c)
26/27-171.5	Payroll	Payroll – Sep. (inc. HMRC and NEST)	£1461.98*	S/O, DD and BACS	Local Government Act 1972 s111
26/27-171.6	Valda Energy	Street Lighting (September 2026)	£76.73	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
26/27-171.7	British Gas	Pavilion electricity (Sept-Oct)	£21.90	DD	Local Government Act 1972 s111
26/27-171.8	Microsoft	Office Package (Sept-Oct)	£12.96	BACS	Local Government Act 1972 s111
26/27-171.9	BrightPay (UK)	Payroll software	£100.80	DD	Local Government Act 1972 s111
26/27-171.10	Clear Insurance Management Ltd	Increased insurance premium	£71.66	BACS	Local Government Act 1972 s140
26/20-171.11	Royal British Legion	Donation for annual appeal	£60.00	CHQ	Local Government Act 1972 s137(3)

26/27-171.12	Unity Trust	Account fee (October)	£7.00	DD	Local Government Act 1972 s111

(26/27-171.5: Detailed breakdown of payroll shown in authorisation schedule for Cllrs.)

It was **RESOLVED** that these payments were approved.

26/27-172. Councillors' items – information only. No discussion and no decisions can be made – Local Government Act 1972 s12 10(2) (b) states that business must be specified.

Cllr Walker said she and Cllr Tevlin are meeting to prepare a CIL application towards a refurbishment of the Pavilion. Cllr Balicki, along with interested parishioners, had attended a DMC meeting on Monday19th October 2026 at which the planning application approved previously for Fields View was overturned due changes in the planning legislation which meant that officers were now recommending it be declined.

In terms of Schedule 12a of the Local Government Act 1972, as the next item was likely to disclose exempt information relating to employment and procedure it is RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to

Meetings) Act 1960 the public and press be excluded at this point and for the remainder of this meeting.

It was **RESOLVED** that Members of the Public be excluded at this point.

The meeting was closed at 20.12.

The meeting was reconvened at 20.15

26/27-173. To note a staff matter and agree any actions.

The content and outcomes of a meeting on held Monday 26th October 2026 were shared and discussed. It was **RESOLVED** that the Clerk would keep in touch with the staff member and keep Councillors updated.

The next full meeting of the Parish Council will be on Monday 7th December 2026

The meeting was closed at 20.25.

Signed.....Date.....

DRAFT