

## Minutes of Hilton Annual Parish Meeting Tuesday 22<sup>nd</sup> May 2018 7.30pm at the Village Hall

**Present:** Cllr P. Balicki, Cllr G. Barradell, Cllr A. Goodridge, Cllr S. Partridge & Cllr S. Walker

**In Attendance:** A14 representatives - Jade Pettit (Stakeholder Manager), Dave Forbes (Construction Manager), Chris Bayliss (Highways England), CCC Cllr I. Bates, HDC Cllr D. Mead & 12 Parishioners

**Apologies for Absence** - Cllr L. Chorlton, Cllr R. Collard, Cllr K. Dunk & Cllr I. Stott

### Welcome and Introduction - Peter Balicki

As the Chairman of the Parish Council P. Balicki was present he presided over the meeting and welcomed the Parishioners and Speakers to the meeting.

### Annual Review of the Parish Council Business - Peter Balicki

#### Year ending 31.03.18

*(Presentation transcript below provided by P Balicki)*

Since the end of the 2018 year end there has been an election and the Parish Council welcomed Laura Chorlton to the Council. With 10 people standing for 9 places. I would like to thank Willie for his hard work and support since 2013.

Over the last 12 months I and Graham Barradell served as Chairman and Vice Chairman and again I would like to thank Graham for his continued support. We have both been selected by the PC to continue in these roles for the coming 12 months.

Jo Perez continues to serve the Parish Council excellently in her role of the Clerk. This remains quite a job to undertake within the 10 hours per week and her flexibility in responding to periods of time when the workload is high is much appreciated. Jo works hard to make sure that the Parish Council and its Councillors adhere to the strict governance issues surrounding how the Parish Council must operate.

The Parish Council is responsible for some of the street lighting, maintenance of ponds, ditches, trees and grass cutting. We would like to thank John Carter, Bernie Ashby, Rodney Makeham, and Duncan McMichael for the work they have done over the last year on maintaining the village, the open spaces, trees and ditches. We have good tree contractors and work is spread between them. Each year an annual tree survey is carried out. We have a limited budget and tree maintenance takes up a large part of this.

The Parish Council also makes recommendations to Huntingdon District Council on Planning Applications, we do not make decisions, just recommendations.

The firework display was excellent and the Parish Council would like to thank the firework team for putting on a great show, Feast Week for providing refreshments and Councillors and volunteers for manning the event.

Work on the A14 has commenced and Jo has built up an excellent relationship with Jade Pettit at Highways England to take action on construction traffic through the village. The issue of construction vehicles through the village has been a concern since the construction commenced and I would like to thank Jo for her continued efforts in liaising with Highways England on this matter and the recent improvement that has been seen. I am sure we will hear more on this subject when we get to this part of the agenda.

During the year the Parish Council has worked with St Ives Town Council and a number of other local parish councils regarding the local bus services. At the present time we are awaiting the outcome of a request to Cambs CC for a meeting on the matter.

There was also work on the Huntingdonshire District Council Development Plan. There has been further information issued recently by the District Council which will be discussed at the PC's next meeting on 4 June 2018.

The PC launched a new website, an improvement on the previous one, we will continue to look and develop this over the coming months, it has worked better as we are working with a simple website design. We would like to thank Justo for managing the old one.

The proposed pavilion renovation project continues and we are looking forward to a planning application being submitted shortly following a favourable response from HDC planners.

The PC work continues to look for a possible cycle path between Hilton and St Ives. The initial route has been thwarted by the design of the new B1040 bridge but the PC will continue with the objective and develop a proposal.

In conclusion I would like to thank all the members of Hilton Parish Council for their hard work and time in serving the village throughout the last year.

### **Parish Council Financial Report (April 2017 to March 2018)**

Opening year balance was £44,380, closing year balance was £47,841 (including £795 Community Infrastructure Levy (CIL) money).

Precept for year was £27,570 + other income £1,965 gave a total of £29,535 + CIL £795. Expenditure for year was £27,898. There is planned expenditure on footpaths which was going to be included in 2017/18 but was not completed, it is likely this will be undertaken in 2018/19 once quotes have been received and agreed.

The Internal Audit has been completed and accounts will be presented to be formally approved at meeting on 4 June 2018 for submission to the external auditor in June 2018 in accordance with requirements.

### **A14 - speakers include - Jade Pettit (Stakeholder Manager), Dave Forbes (Construction Manager), Chris Bayliss (Highways England)**

#### **Update:-**

The East Coast Mainline - towards the back end of the year the bridge over the east coast mainline will be complete. Parishioners will now see across the A1198 looking West a large hole which represents all of the material required for the job in section 3. This is to make an embankment from Potton Road to New Barns. You will see when driving North on Potton Road on the right the embankment being formed. On Potton Road the diversion is due at the start of June to take vehicles over the new bridge, then 1-2 months the same will happen on Hilton Road. This will happen over a weekend.

**Q)** Some parishioners are extremely concerned by the steep, straight road running into Hilton and the potential increased speed of vehicles approaching the Village. How can this be prevented?

**A)** This was a concern that was brought up during the Development Consent Order examination, held in 2015. When the roads are designed Highways England commission designers and contractors to do the design work and the build the job. One of the requirements mandated is a number of road safety audits, Highways England give the design package to their designers, joint venture between Atkins and Jacobs. They have a 3 stage process - initially a desktop process an independent assurance company look at this. Then they have another safety audit carried out once the work is completed but before opening to traffic. This is to ensure the build has been carried out according to the design. If there are concerns depending on severity, they would not open the road but this would only be in very severe cases. They then look a year after the road has been open to traffic to see if there are near misses or accidents reported.

**Q)** Understood that the road has been developed according to rules, however the concern is over the speed at which vehicles could approach the village and can A14 highways monitor this from the start? Concern is that if this is not monitored from the start then the issue will get lost and not dealt with as it will then become a Highway issue and we will be advised to contact the Police.

**A)** We cannot commit to putting any monitoring in place, as we would then have to commit to doing this in all parts of the country. Highways England has no enforcement powers.

**Q)** This is a specific aspect of a road and how it is being changed by the A14 highways design. Monitoring is being carried out on noise and pollution levels, pre and post A14 development, so why not do it for traffic speed? What would Highways England do if in 12 months' time there was an issue?

**A)** Depending on the problem would depend on the solution. If there are problems with near misses or accidents, they would look at traffic cameras, or traffic calming measures.

**Q)** We are just asking for monitoring to be carried out, why can this not be carried out?

**A)** HE do not monitor the speeds of individual vehicles, all Highways authorities monitor accidents or near misses that are reported. This will tell them whether there is an issue.

**Q)** Are A14 Highways committed to monitoring the issue, yes or no?

**A)** A14 Highways will investigate further and suggest we speak to our local County Councillor.

**Q)** When the road is open will the speed restrictions still be in place?

**A)** No, they will be removed once the road is open.

**Q)** Will you be removing the Tarmac of the old road when the new one is in place?

**A)** Some roads will be converted to land owner access, if not needed it will be taken up. It will be reduced in width and gated if it stays in place.

**Q)** Can the new A14 be an opportunity for HGVs to use the new road and bypass the village all together? Is there scope for additional slip roads?

**A)** They are not able to change the design at this very advanced stage.

**Q)** What recourse do we have if your modelling is incorrect?

**A)** As part of the DCO there are requirements, to monitor traffic flows, both 1 & 5 years after opening, if different they will work with CCC to alleviate. Air quality - relevant limit values, if exceeds the air quality limit they will need to work to change that and work with local authorities. Noise - correction order, South Cambs District Council wanted to ensure that the noise modelling on the ground when they are finished reflected what they said it would do. Noise models are derived by traffic models, they monitor traffic models post build. It is a legal requirement to act if models are incorrect.

**Q)** Does Highways England have the equipment to measure speed?

**A)** We do not hold the equipment but they are able to get hold of equipment, they have a supplier.

**Q)** Do you think the A14 project will be a winner in the BBC's country file competition for conservation?

**A)** It is difficult to see what we are doing with conservation. We have taken out a lot of trees, but it would not be possible to build the road without doing this. However we replant 2 for every tree taken up. Also working to protect Water Voles and other species. We are doing great work from a conservation point of view the project is increasing the biodiversity.

**Q)** Is there yet a map of the new B1040 where it will join the existing road? We are looking to get a cycle path built, which side is the new footpath over the bridge going to go?

**A)** Yes there are detailed maps and we can send them to the Clerk. The footpath will be on the west side of the road and cannot be moved. This was agreed in the statement of common ground, CCC asked for it to go on the west side. CCC worked with A14 Highways back in 2014 to organise this.

**Q)** What is happening with construction traffic through the village?

**A)** Since the Parish Council met with A14 delivery team, better measures have been put in place and this has improved. Jade now gets a daily report for A14 vehicles in the village as there are tracking devices.

**Q)** Is the project running on time?

**A)** Generally it is on track.

**Q)** The verges have been damaged by construction traffic, will A14 team be looking to repair these once work has finished? The PC Chair invited the A14 Team to come and do a survey.

**A)** They would be happy to do this.

**Q)** Please can the 'Diversion Ends' sign outside the Methodist Church be removed? Also the diversion signs are not being placed at Papworth, so we are still getting traffic coming through the village when there are road closures.

**A)** Jade will arrange removal and sort out the signage correctly for road closures

**Q)** Can you assist with organising road closures for us over a few dates in the summer?

**A)** Yes, send the details across and we will be able to organise something

## **Hilton's Neighbourhood Watch - Ken Harris**

*(Presentation transcript below provided by K. Harris)*

Chairman & Councillors, thank you for the opportunity to address the meeting on behalf of Neighbourhood Watch.

1. You will be aware that a Neighbourhood Watch Scheme has existed in Hilton for several years. It aims to improve security awareness in the village and to foster good communications between residents and the police. By improving security awareness, it is hoped that the scheme will allay undue fear of crime or antisocial behaviour.
2. For the purposes of the Neighbourhood Watch, Hilton is sub-divided into 18 areas. In each area a coordinator is registered to receive e-mails termed Alert Messages from the police and to relay them to residents, where appropriate.
3. For their part, Cambridge Police often issue an Alert Message if a crime is reported or suspected in the vicinity, including burglaries, criminal damage or anti-social behaviour. There is always a chance that the message will stimulate residents to contribute useful information. Some suspicions are resolved altogether at this stage.
4. Action Fraud is the National Reporting Centre for Fraud and Cyber crime. It is operated by the City of London Police, who distribute Action Fraud messages to warn of reported internet scams, phishing texts and e-mail frauds. The messages also offer basic advice on reducing the associated risks, including the following:
  - Register with the Telephone Preference Service to minimise cold calls.
  - Be wary of contacts that you did not personally instigate -whether they are telephone calls, e-mails or doorstep callers.
  - Use a separate telephone line, when checking unsolicited callers to avoid line capture.
  - Do not click on internet links in unsolicited e-mails. Always manually type in the target URL that you want.
5. The Police and Crime Commissioner has issued Alert Messages to distribute his policy statements and associated reports. Alert messages have also been used to advertise job opportunities with the police and the Commissioner's office.
6. Some residents might wish to receive Alert Messages, but do not want to join the Neighbourhood Watch organisation. These Individuals can register with the **e-Cops** scheme operated by Cambridge Constabulary. Simply follow the e-Cops link from the police website for more information.
7. The Neighbourhood Watch has developed its communications to deliver its security awareness functions. This network includes fall-back radio handsets that are also available to support the village **Emergency Plan**. The NHW coordinators can cascade messages from the Emergency Officer down to residents and return feedback on any developing situations in their areas.
  - You will be aware that new **General Data Protection Regulations** {GDPR} come into effect on 25th May. The lists of NHW members names, addresses and contact details constitute personal information and fall within the remit of the new regulations.

- At national level, Neighbourhood Watch, in close consultation with the Information Commissioner's Office has published **guidance** to remind coordinators and members of their obligations under the new regulations.
- We have reassurance from the ICO that there is **no need** to reaffirm the consent of **current members** for their data to be used for the purposes of communication. and scheme administration. In future, consent will need to be evidenced **for new members** joining NHW.
- NHW recommend that **members' data be stored on secure networks**, However, it is recognised that coordinators will keep their local records in hard copy or electronic form.
- **Minimise the personal data** held to that which is essential. Review records at intervals. Delete data that is out of date and not required.

NHW remains an equal opportunities employer. So, if you fancy a zero-hours contract, helping to run Neighbourhood Watch in Hilton, please call my number, or maybe Rat on a friend

Thank you again Mr Chairman for the chance to address the meeting. Are there any questions?

#### **Report from Hilton Town Trust - Phil Wood**

*(Presentation transcript below provided by P. Wood)*

### **REPORT FROM HILTON TOWN ESTATE CHARITIES 2018**

#### **BACKGROUND**

The village of Hilton benefits from land and assets endowed over the centuries. The most recent definition of the charities was confirmed by a Deed dated 1899, in which year the gross yearly income from land and cottages was £41.

We operate two Charities. The land and assets are held by the Estate Charity, the senior charity of the two.

The 1899 deed requires that half of the annual income of the Estate Charity goes to the Parish Church to be used for repairs to the building; the other half is paid to the second charity, the Town Charity to be spent for the general benefit of the village.

Both the Estate and Town Charities are administered by the Trustees and are chaired by the Revd David Busk.

The Parish Council appoints two trustees, presently Brian Ward and Rachel Lawton; and the Church appoints the other two trustees, currently Nick Sarkies and Rachel Wood. Phil Wood is the Clerk.

Trustees publish the purposes of the Charity in Spectrum each year, and the wider public is informed by the Charity Commission's Directories. An annual report is sent to the Charity Commission.

#### **TOWN CHARITY REPORT FOR CALENDER YEAR 2017**

At the beginning of the year, the Town Charity held £17,025 in hand.

In 2017 income amounting to £5,000 was received from the Estate Charity & interest of £45.

Although the Trustees have no specific mandate, a mix of grants are made under the general terms of the Deed including capital grants, educational grants, grants to charities or organisations directly serving the needs of Hilton.

Projects supported by the Town Charity in 2017 included:

£

Village hall refurbishment	2000
Fenstanton & Hilton Primary - outdoor play area	1000
Young person - assistance with National Youth Theatre placement	1000
Village AED project	710
Young person - assistance with Athletics development	500
Hilton Guides - assistance with transport for an event	250
Dog show rosettes	120
Craft Group materials	60
Christmas hamper distribution	510

The Town Charity had £16,075 in hand at 31/12/17 with an expected income for 2018 of £5,000.

The Trustees remain open to proposals from villagers for either individual needs or community projects. Contact can be made with the Clerk, any Trustee or via the contact number in Spectrum.

Phil Wood Clerk May 2018

### **Report from Cambridge County Council - Cllr I Bates**

Cambridge County Council covers a large area, there are 61 councillors. There are many committees and details are on the website. Changes that are happening within the county council - there is a greater emphasis on shared services. CCC now share a chief executive with Peterborough, share children, adult learning, disability, education services with Peterborough and that will continue, this saves money. Council tax went up last year, essentially this money is used to protect vulnerable people and children. On average up to 700 children that require care, this is a statutory service. Buses are not a statutory service. Another change is we now have a combined authority within Cambridge and Peterborough and they have the responsibility in the future for bus provision. Pot holes continue to be an issue, please report these online, this then goes straight to an engineer. It takes much longer reporting by phone. CCC welcome anyone who would be interested in Fostering, please make contact if you or anyone you know would be interested.

### **Report from Huntingdon District Council - Cllr D Mead**

Cllr David Mead introduced himself as newly elected District Councillor for Fenstanton and Hilton. The District Council are responsible for Planning, Household Waste, Environmental Health Licencing and Housing.

### **Report from Green Open Spaces Group - Sara Partridge**

*(Presentation transcript below provided by K.Dunk)*

#### **Tree work**

This season we managed to clear the tree work from the priority list 'A and priority list 'B' at a cost to the parish of just under £2,500.

We thinned out several trees from previous plantations allowing others to spread naturally. Amongst other tasks we lowered the crown of the large oak near the Bakehouse and removed plenty of deadwood from trees all around the village. We also removed some trees next to the play park which will hopefully allow more light to filter in.

Most of this work was undertaken by our two tree surgeons with the remainder, most of which is from priority list 'C', allocated to the Open Spaces volunteer group

Due to the harsh conditions this winter the volunteer group did not manage to complete the list before we bumped into the start of the nesting season in March. The remainder of this work will be completed in the late autumn which means, all being well, we would have cleared all items of the current list.

The list is added to each year following inspections and for the first time this year we will have two rounds of tree inspection, one in late summer as usual and another early spring 2019. This is in line with our updated tree management policy.

The volunteer group also planted a number of new trees, donated to us by HDC nurseries before they were closed down last year.

The new planting is in two clusters; the first is south of the cricket field in front of Monarch Farm along Wragg's Row, the second is in the northern most corner of The Wilderness.

The trees are a mixture of oak, maple, hornbeam, and service trees.

The wet spring will have got them off to a good start, our tree warden Ian has inspected them recently and apart from one they all look in good shape. We will continue to monitor.

#### **Grass Cutting**

The extremely cold and wet spring meant that the first cut of the grass happened later than usual. Following an assessment last year of the success of the policy of returning as much of The Green to hay meadow as possible, two areas were identified as not being too successful. The first south of the Church where the ground lies particularly wet, and the second in front of Manor Farm where the grass remains in shade from trees that the hay does not properly dry. Both these areas have now returned to the regular mowing scheme.

It is worth noting that we have just entered the last year of the three-year Green Maintenance contract. The contract will be rewarded again in April 2019. As this is one of the most significant financial commitments the Parish Council undertakes the Green Open Spaces committee will endeavour again to achieve the arrangement for the Parish. An element of the current contract that will hopefully be carried forward to the next is allocating a number of hours reserved for unspecified tasks, what we have called 'Directed Works'. This has been a successful scheme offering the PC a level of flexibility in tackling one-off tasks.

Earlier this year The Maze underwent a thorough re-cut, making sure the curves of the grass pathways follow the original design. This is quite technical and involves a number of templates which define the shape.

Our great thanks to John Carter who undertakes this work and for all the good work he completed this year under the maintenance contract.

As we did last winter The Green in front of the pavilion was roped-off when the ground became water logged. This is a favourite spot for joy-riders to leave the road and spin about on the grass. Although the blue rope is not particularly attractive it does appear to be a deterrent and unless there is another proposal put forward to deter this activity we will aim to do the same next winter.

Many will have noticed the significant level of degradation to some of the grass verges this winter, particularly at Bram's Pit, along High Street and Church End. The cause is likely to be a combination of increased wide traffic load and the long wet winter. In truth this has been a problem for some years with some sections of road steadily increasing in width. The conditions this winter appear to have accelerated the effect. The Open Spaces Group will discuss this in the coming months and bring before the full council proposals how we repair the damage done to date but also how we may prevent this happening in the future.

#### **Gravel Paths**

There has been a good healthy debate about what work should be carried out on the paths. The one thing we agree on is that the Parish Council should undertake repair work this year. A revised specification has now been sent out to tender and we hope to allocate the contract to the chosen supplier at next month's Parish Council meeting.

#### **General Question Time - hosted by Peter Balicki**

A Parishioner new to the Village, who has recently moved to Potton Road, is upset that HGVs are still coming through the village during the hours of 11pm - 7am and therefore contravening the weight limit ban. He is being woken up on a regular basis and something needs to be done.

The clerk read aloud an email received today from the Road Traffic Police, they explained that monitoring had taken place and that 76 vehicles had entered the weight limit, although they may not have been at the time of the restriction. They class this as minimal and therefore will not allocate resources to one village.

A parishioner advised that videoing of Parish Council meetings was appreciated by many with an average of 200 viewings and was disappointed by comments made by a Councillor at the last PC meeting during Councillor Items.

A parishioner advised that the Street Light at the Crossroads needs repairing, and requested that a brighter LED bulb be put in. Another Parishioner would prefer a lower light so that vehicle headlights can be seen more easily at night.

A parishioner mentioned that the Parish Council have 4 years in term and would like the Parish Council to consider what may come up in the 4 years that could involve a Village celebration.

A parishioner asked that the PC send thanks to Mick George, for vehicles driving through the village at 20mph.

#### **Meeting Closed**

9.21pm