



PARISH  
COUNCIL

Meeting commenced 19:31

## Minutes of the Meeting of Hilton Parish Council on Monday 2<sup>nd</sup> November 2020 at 19:30 via Zoom

**Present:** Cllr G. Barradell (Chair), Cllr P. Balicki, Cllr H. Chambers, Cllr L. Chorlton, Cllr R. Collard, Cllr K. Dunk, Cllr A. Goodridge, Cllr I. Stott, Cllr S. Walker

**In attendance:** The Clerk (N. Webster), and 2 parishioners.

20/21-91. To receive any apologies for absence and declarations of interest.  
Cllr H. Chambers conveyed an apology from County Cllr I. Bates.  
Cllr G. Barradell declared a non-pecuniary interest in item 20/21-99 as he is the volunteer Maintenance Person and in item 20/21-101 as he is the neighbour of the parishioner who has volunteered to organise the lights.

Meeting closed 19:32

A parishioner commented that he was pleased to see supporting documents on the parish council website but would also like to see the draft survey for item 20/21-116 included as parishioner supporting documents.

Meeting reopened 19:35

20/21-92. To approve the minutes of the Parish Council Meeting held on Monday 5<sup>th</sup> October and the minutes of the Finance Committee Meeting held on Wednesday 7<sup>th</sup> October.  
Cllr G. Barradell proposed that the Minutes of the Parish Council Meeting held Monday 5<sup>th</sup> October 2020 were approved as a true record, Cllr K. Dunk 2<sup>nd</sup>, all Cllrs in favour.

**It was resolved that the Minutes of the Parish Council Meeting held on Monday 5<sup>th</sup> October 2020 were approved as a true record.**

Cllr G. Barradell proposed that the Minutes of the Finance Committee Meeting held Wednesday 7<sup>th</sup> October 2020 were approved as a true record, Cllr I. Stott 2<sup>nd</sup>, 4 Cllrs in favour, 5 Cllrs abstained.

**It was resolved that the Minutes of the Finance Committee Meeting held Wednesday 7<sup>th</sup> October 2020 were approved as a true record.**

20/21-93. 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.

Clerk Report

Website Domain

The website domain transfer is now complete, and the domain is now owned by Hilton Parish Council.

A14 Legacy Project Update (Ponds) received 14/10

"I wanted to give you a quick general progress update.

The stand-alone items to be purchased have been put into our procurement process.

Progress of the on-network / rights of way items has unfortunately not progressed as anticipated. The internal meeting due to be held week commencing 28 September had to be re-scheduled to next week, so consequently the individual updates will be delayed.

The discussion with Skanska Cambridgeshire Highways did happen, but until the above meeting has taken place the logistical arrangements for the delivery of the schemes cannot be concluded.

I reassure you that as soon as I can provide the update on your specific project I will do so."

#### Planning for Future Consultation Response

The agreed response has been submitted to the Ministry for Housing, Communities and Local Government.

#### County Council Organisation Chart

The Clerk contacted County Cllr Ian Bates to request an organisation chart. Cllr Bates advised that the County Council do not disclose internal structure charts for data protection reasons. He directed the Clerk to the charts on the County Council website showing the work of each directorate which can be found here:

<https://www.cambridgeshire.gov.uk/council/council-structure/senior-managers-and-structure-charts>

#### PC4 Streetlight Lantern

The order has been placed for the replacement streetlight lantern.

#### CCC Signs for Cyclists at the Ford

The Clerk has requested an update from CCC regarding when the signs will be installed at the ford. The signs will be erected on Monday 9<sup>th</sup> November.

#### Councillors Email Addresses

These will be transferred to the new website this week.

#### Councillors Information for the new website

Reminder for Councillors to send the Clerk a short bio paragraph and photo.

#### Birds nest Swing at Playground

KOMPAN have sent an alert regarding the fixings for the bird's nest swing and will be sending out new fixings free of charge.

#### Village Sign

The village sign has been removed to be repainted.

#### 20/21-94. To receive the external audit report

Cllrs discussed the external audit report and noted its receipt.

#### 20/21-95. To receive and discuss the financial reports

Cllr G. Barradell proposed that the financial reports are received without discussion, Cllr K. Dunk 2<sup>nd</sup>, all Cllrs in favour.

**It was resolved that the financial reports are received without discussion.**

#### 20/21-96. To discuss and decide upon the Clerk's salary and review the hours worked and decide upon any actions.

Cllr G. Barradell proposed that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at this agenda item regarding the Clerk's salary and hours it was advisable in the public interest that the Public and Press be temporarily excluded from this meeting, Cllr K. Dunk 2<sup>nd</sup>, 8 Cllrs in favour, 1 Cllr abstained.

**It was resolved in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at this agenda item regarding the Clerk's salary and hours it was advisable in the public interest that the Public and Press be temporarily excluded from this meeting.**

19:43 Meeting closed to press and public

19:45 The Clerk left the meeting

20:05 The Clerk joined the meeting

Cllr G. Barradell proposed that the Staffing Committee will convene a meeting to carry out the Clerk's appraisal and make a recommendation to the full council regarding the Clerk's salary and hours, Cllr S. Walker 2<sup>nd</sup>, all Cllrs in favour.

**It was resolved that the Staffing Committee will convene a meeting to carry out the Clerk's appraisal and make a recommendation to the full council regarding the Clerk's salary and hours**

20:08 Meeting opened to press and public

20/21-97. To review the draft budget and amend and/or approve it.

Cllrs discussed the draft budget.

Cllr G. Barradell proposed that the draft budget is approved, Cllr P. Balicki 2<sup>nd</sup>, all Cllrs in favour.

**It was resolved that the draft budget is approved.**

20/21-98. To discuss and decide upon the precept request for 2021/22 – recommendation £30,600 (no change from 2020/21)

Cllr G. Barradell proposed that the precept is kept the same as last year at £30,600, Cllr P. Balicki 2<sup>nd</sup>, all Cllrs in favour.

**It was resolved that the precept is kept the same as last year at £30,600.**

20/21-99. To receive and review the Maintenance Person timesheet

Cllr G. Barradell proposed that the Council receive the Maintenance Person timesheet, Cllr P. Balicki 2<sup>nd</sup>, all Cllrs in favour.

**It was resolved that the Council receive the Maintenance Person timesheet.**

Cllr G. Barradell proposed that the Council approve that 20/21-98 was resolved upon prior to 20/21-97, Cllr P. Balicki 2<sup>nd</sup>, all Cllrs in favour.

**It was resolved that the Council approve that 20/21-98 was resolved upon prior to 20/21-97.**

20/21-100. To receive an update regarding the LHI feasibility study

Cllr G. Barradell proposed that the Council receive the update from the Clerk, Cllr I. Stott 2<sup>nd</sup>, 8 Cllrs in favour, 1 Cllr abstained.

**It was resolved that the Council receive the update from the Clerk.**

20/21-101. To discuss and decide upon the Christmas lights for the pavilion – proposed cost £80

Cllrs discussed the options for Christmas lights including the parishioner who has offered to organise the lights on behalf of the Council and considered the Covid-19 lockdown implications.

Cllr G. Barradell proposed that the Council thank the parishioner and accept his offer for Christmas lights within the budget of £200, but if this is not possible the Parish Council will purchase and install 29m cluster lights, Cllr S. Walker 2<sup>nd</sup>, all Cllrs in favour.

**It was resolved that the Council thank the parishioner and accept his offer for Christmas lights within the budget of £200, but if this is not possible the Parish Council will purchase and install 29m cluster lights.**

- 20/21-102. To discuss the response from the insurers regarding the village library in the bus stop and decide the next steps  
 Cllr G. Barradell proposed that the Council publish an advert on the website, Facebook page and via email to request a suitable cupboard with shelves and doors, Cllr L. Chorlton, all Cllrs in favour.  
**It was resolved that the Council publish an advert on the website, Facebook page and via email to request a suitable cupboard with shelves and doors.**  
 Cllr G. Barradell proposed that the Council contact the neighbours of the bus stop to advise them of the Council's intention, Cllr H. Chambers 2<sup>nd</sup>, all Cllrs in favour.  
**It was resolved that the Council contact the neighbours of the bus stop to advise them of the Council's intention.**
- 20/21-103. To receive the report from the A428 forum meeting  
 Cllr G. Barradell gave the report from the recent A428 forum meeting.  
 Cllr G. Barradell proposed that the Council receive the report regarding the A428 forum meeting, Cllr P. Balicki 2<sup>nd</sup>, all Cllrs in favour.  
**It was resolved that the Council receive the report regarding the A428 forum meeting.**
- 20/21-104. To discuss the quarry at Hemingford Grey and decide upon any actions  
 Cllrs discussed the reopening of the quarry at Hemingford Grey.  
 Cllr G. Barradell proposed that the Clerk ask Cambridgeshire County Council if Hilton Parish Council should have been consulted regarding this quarry re-opening, Cllr H. Chambers 2<sup>nd</sup>, all Cllrs in favour.  
**It was resolved that the Clerk ask Cambridgeshire County Council if Hilton Parish Council should have been consulted regarding this quarry re-opening.**  
 Cllr G. Barradell proposed that the Clerk research further regarding traffic flows and lorry directions from the planning application, Cllr H. Chambers 2<sup>nd</sup>, all Cllrs in favour.  
**It was resolved that the Clerk research further regarding traffic flows and lorry directions from the planning application.**  
 Cllr G. Barradell proposed that the Clerk communicate with Tarmac and any other operating company to ask what their plans are regarding lorry routing and ask for their co-operation, Cllr H. Chambers 2<sup>nd</sup>, 8 Cllrs in favour, 1 Cllr abstained.  
**It was resolved that the Clerk communicate with Tarmac and any other operating company to ask what their plans are regarding lorry routing and ask for their co-operation.**
- 20/21-105. To discuss and decide upon the consultation from National Air Traffic Control (NATS) and London Luton Airport regarding the change into arrival routes at London Luton Airport  
 Cllrs discussed the proposed changes and their impact on Hilton.  
 Cllr G. Barradell proposed that Cllr P. Balicki attend the NATS consultation meeting and report to the December Council meeting and that the Clerk includes the NATS consultation in the Spectrum article, Cllr I. Stott 2<sup>nd</sup>, all Cllrs in favour.  
**It was resolved that Cllr P. Balicki attend the NATS consultation meeting and report to the December Council meeting and that the Clerk includes the NATS consultation in the Spectrum article.**
- 20/21-106. To discuss and decide upon the request for approval from the Rotary Club of St Ives for their Santa sleigh rounds  
 Cllr G. Barradell proposed that the Parish Council thank the Rotary Club for their hard work and state that they are looking forwards to seeing the Santa sleigh in the village, Cllr I. Stott 2<sup>nd</sup>, all Cllrs in favour.

**It was resolved that the Parish Council thank the Rotary Club for their hard work and state that they are looking forwards to seeing the Santa sleigh in the village.**

Cllr G. Barradell proposed that the Parish Council offer to advertise the date that the Rotary Club Santa sleigh will be in the village and their GoFundMe page, Cllr L. Chorlton 2<sup>nd</sup>, all Cllrs in favour.

**It was resolved that the Parish Council offer to advertise the date that the Rotary Club Santa sleigh will be in the village and their GoFundMe page.**

20/21-107. To discuss and decide upon the request from the Royal British Legion for a contribution

Cllr G. Barradell proposed that the Parish Council donate £60 to the Royal British Legion, Cllr S. Walker 2<sup>nd</sup>, all Cllrs in favour.

**It was resolved that the Parish Council donate £60 to the Royal British Legion.**

20/21-108. To discuss and decide upon the request for funding from Finding Fitness Ltd for a sports holiday club for children

Cllr G. Barradell proposed that the Council reject this request as the Council do not have the finances in the budget and this is not something that the Council normally give money to, Cllr R. Collard 2<sup>nd</sup>, all Cllrs in favour.

**It was resolved that the Council reject this request as the Council do not have the finances in the budget and this is not something that the Council normally give money to.**

20/21-109. To approve and adopt the Training and Development Policy

Cllr G. Barradell proposed that the Council adopt the Training and Development Policy, Cllr H. Chambers 2<sup>nd</sup>, 8 Cllrs in favour, 1 Cllr abstained.

**It was resolved that the Council adopt the Training and Development Policy.**

20/21-110. To approve and adopt the Lone Working Policy

Cllr G. Barradell proposed that the Council adopt the Lone Working Policy, Cllr I. Stott 2<sup>nd</sup>, all Cllrs in favour.

**It was resolved that the Council adopt the Lone Working Policy.**

20/21-111. Green open spaces

20/21-111.1 To discuss and decide upon the proposal to extend the maintenance contract for one year at the same rate - £7,920 per year

Cllr G. Barradell proposed that the Council accept the proposal that the current maintenance contract is extended for 1 year, Cllr I. Stott 2<sup>nd</sup>, all Cllrs in favour.

**It was resolved that the Council accept the proposal that the current maintenance contract is extended for 1 year.**

20/21-111.2 To discuss and decide upon the proposal to establish a small copse north of Wraggs Row at the entrance to the Wilderness

Cllr G. Barradell proposed that the Council approve the principle of establishing a small copse north of Wraggs Row at the entrance to the Wilderness, Cllr I. Stott 2<sup>nd</sup>, 8 Cllrs in favour, 1 Cllr against.

**It was resolved that the Council approve the principle of establishing a small copse north of Wraggs Row at the entrance to the Wilderness.**

20/21-111.3 To receive an update regarding the repairs to the village hall car park

Cllr I. Stott advised the work of the Green Open Spaces working group regarding the repairs to the village hall car park and advised that they will get definitive costs and present these to the next meeting.

20/21-111.4 To discuss and decide upon the proposal to replace some of the shrubs in the village garden with English Lavender – cost £85.

Cllr I. Stott proposed that the Council approve the purchase of 10 lavender plants at a cost of £85, Cllr G. Barradell 2<sup>nd</sup>, 8 Cllrs in favour, 1 Cllr abstained.

**It was resolved that the Council approve the purchase of 10 lavender plants at a cost of £85.**

20/21-112. Hilton Traffic Group - to consider revised draft petition document and the approach to engaging key people

Cllrs discussed the draft petition documents, including its objectives and audience. Cllr G. Barradell proposed that Cllr A. Goodridge, Cllr H. Chambers, Cllr K. Dunk revise the draft document and reduce to a smaller document, Cllr A. Goodridge 2<sup>nd</sup>, all Cllrs in favour.

**It was resolved that Cllr A. Goodridge, Cllr H. Chambers, Cllr K. Dunk revise the draft document and reduce to a smaller document.**

Cllr G. Barradell proposed that this document is adapted to be a petition, Cllr I. Stott 2<sup>nd</sup>, all Cllrs in favour.

**It was resolved that this document is adapted to be a petition.**

Cllr G. Barradell proposed that Cllr A. Goodridge, Cllr H. Chambers, Cllr K. Dunk and Cllr P. Balicki will revise the document and present to the December meeting, Cllr I. Stott 2<sup>nd</sup>, all Cllrs in favour.

**It was resolved that Cllr A. Goodridge, Cllr H. Chambers, Cllr K. Dunk and Cllr P. Balicki will revise the document and present to the December meeting.**

20/21-113. To discuss and decide upon the request from the Hilton Ball Committee for permission to hold the Hilton Summer Ball on 23/7/2021

Cllr S. Walker declared a non-pecuniary interest in this item as she is a member of the Hilton Ball Committee.

Cllr G. Barradell proposed that the Parish Council grant permission to the Hilton Ball Committee to hold the Hilton Summer Ball on 23/07/2021, Cllr L. Chorlton 2<sup>nd</sup>, 8 Cllrs in favour, 1 Cllr abstained.

**It was resolved that the Parish Council grant permission to the Hilton Ball Committee to hold the Hilton Summer Ball on 23/07/2021.**

20/21-114. Newsletter for Hilton

20/21-114.1 To produce and distribute a newsletter to villagers

Cllrs discussed the draft newsletter produced by Cllr H. Chambers.

Cllr H. Chambers proposed that the Council deliver a one-off 4-sided colour newsletter, photocopied for free by Cllr S. Walker, Cllr S. Walker 2<sup>nd</sup>, 4 Cllrs in favour, 5 Cllrs against.

**It was NOT resolved that the Council deliver a one-off 4-sided colour newsletter, photocopied for free by Cllr S. Walker.**

20/21-114.2 To discuss the draft content and agree additional content

Cllr R. Collard proposed that the Council use the content from Cllr H. Chambers as a one-off Spectrum article to be reviewed by the Media Group including Cllr H. Chambers and also put a review of communications in Spectrum on a future agenda, Cllr L. Chorlton 2<sup>nd</sup>, 8 Cllrs in favour, 1 Cllr against.

**It was resolved that the Council use the content from Cllr H. Chambers as a one-off Spectrum article to be reviewed by the Media Group including Cllr H. Chambers and also put a review of communications in Spectrum on a future agenda.**

20/21-114.3 To delegate responsibility for final content and production to the clerk

This item was not discussed as it was superseded by the previous resolutions.

20/21-115. To discuss and decide upon the proposal that Hilton Parish Council sets up a time banking system following the model promoted by the County Council

22:30 Cllr S. Walker left the meeting

22:31 Cllr S. Walker rejoined the meeting.

Cllr G. Barradell proposed that Hilton Parish Council will not set up a timebanking system, Cllr P. Balicki 2<sup>nd</sup>, 6 Cllrs in favour, 2 Cllrs against, 1 Cllr abstained.

**It was resolved that Hilton Parish Council will not set up a timebanking system.**

20/21-116. To discuss the outcomes from the previous parish plan and a proposed questionnaire for taking the project forward

Cllr G. Barradell proposed that this item is postponed to the next meeting, Cllr R. Collard 2<sup>nd</sup>, all Cllrs in favour.

**It was resolved that this item is postponed to the next meeting.**

Cllr G. Barradell proposed that the Council suspend standing order 3x to allow the meeting to continue longer than 3 hours, Cllr R. Collard 2<sup>nd</sup>, all Cllrs in favour.

**It was resolved that the Council suspend standing order 3x to allow the meeting to continue longer than 3 hours.**

20/21-117. To receive an update regarding the bonfire service to parishioners

Cllrs discussed the implications of the new lockdown regulations to the planned bonfire service.

Cllr G. Barradell proposed that Hilton Parish Council postpone their bonfire service until a safer time post-lockdown, Cllr L. Chorlton 2<sup>nd</sup>, all Cllrs in favour.

**It was resolved that Hilton Parish Council postpone their bonfire service until a safer time post-lockdown.**

20/21-118. Payments received - £628.66 – CIL payment

20/21-119. Approve payments

Minute Ref	Payee	Description	Amount	Method	Legislation
20/21-119.1	JSC Services	Maintenance Contract - Oct	£660.00	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
20/21-119.2	Ecotricity	Electricity Supply - Oct	£10.59	DD	Local Government Act 1972 - s111 - Subsidiary powers
20/21-119.3	Nicola Webster	Salary - Oct	£645.67	S/O	Local Government Act 1972 - s112 - Power to appoint staff
20/21-119.4	Microsoft	Office Package - Oct	£11.28	BACS	Local Government Act 1972 - s111 - Subsidiary powers
20/21-119.5	Opus	Street Lighting Energy - Oct	£117.81	DD	Local Government Act 1972 - s111 - Subsidiary powers
20/21-119.6	Zoom	Pro Account - Oct	£14.39	Optimum DC	Local Government Act 1972 - s111 - Subsidiary powers
20/21-119.7	Optimum	Monthly Fee	£1.99	Optimum DC	Local Government Act 1972 - s111 - Subsidiary powers
20/21-119.8	Nicola Webster	CiLCA Hours - Oct	£93.13	BACS	Local Government Act 1972 - s112 - Power to appoint staff
20/21-119.9	Unity Trust	Charges	£18.00	DD	Local Government Act 1972 - s111 - Subsidiary powers
20/21-119.10	BWP Creative Ltd	Website	£861.29	BACS	Local Government Act 1972 - s142 - Provision of information
20/21-119.11	Viking	Toner & Paper	£178.09	BACS	Local Government Act 1972 - s111 - Subsidiary powers
20/21-119.12	JSC Services	Cricket Pitch – 18/09	£45.00	BACS	Open Spaces Act 1906 s10 - Power to maintain open spaces

20/21-119.13	SLCC	CiLCA Registration	£410.00	BACS	Local Government Act 1972 - s111 - Subsidiary powers
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Cllr G. Barradell proposed that the Council approve these payments, Cllr I. Stott 2<sup>nd</sup>, all Cllrs in favour.

**It was resolved that the Council approve these payments.**

20/21-120. 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. No councillors items were raised.

The next meeting of the Council will be on Monday 7<sup>th</sup> December 2020.

There being no further business to transact the meeting was closed at 22:42.

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

DRAFT