



I hereby give notice that the **Ordinary Meeting of Hilton Parish Council will be held at 7.30pm on Monday 7th December 2020 online via Zoom**

The Public and Press are cordially invited to be present, joining details below – if you would prefer a link please contact the Clerk who will send the meeting link.

Meeting ID: 831 4659 2619

Passcode: 049264

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.

Nicola Webster

Clerk & RFO

02/12/2020

Please note that the Zoom meetings will be recorded by the Clerk and that any individual can also record, film or live stream open meetings of public bodies in accordance with The Openness of Local Government Bodies Regulations 2018.

AGENDA

20/21-121. To receive any apologies for absence and declarations of interest.

Comments and observations from members of the public and to receive reports from the County and District Councillors

Members of the public are reminded that the period which is designated for public participation shall not exceed 10 minutes and each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. Please note that members of the public may not speak for the remainder of the meeting without the express approval of the Chair.

20/21-122. To approve the minutes of the Parish Council Meeting held on Monday 2nd November, the minutes of the Staffing Committee Meeting held on Monday 18th November and the minutes of the Planning Committee Meetings held on Tuesday 3rd November and Tuesday 24th November.

20/21-123. 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.

20/21-124. To receive and discuss the financial reports

20/21-125. To review the Scheme of Delegation

20/21-126. Staffing Committee

20/21-126.1. To discuss and decide upon the recommendation that the following sentence is removed from the Clerk's contract: "The Parish Clerk shall be bound by the Code of Conduct in force at the time" and replaced with the sentence: "There is an expectation that any Officer will represent the Parish Council in an appropriate manner and not do anything that could damage the reputation of the Parish Council."

20/21-126.2. To discuss and decide upon the recommendation that the sentences "You must comply with the Council's Equality and Diversity Policy. Copies of this policy are available on the Council's website" are added to the Clerk's contract

20/21-126.3. To discuss and decide upon the recommendation that the Staffing Committee do not carry out the appraisal for 2019/2020 and that the Staffing Committee recommend that the full Council award the incremental increase in salary for the Clerk for April 2020 – cost £20.36 per month plus £142.52 back pay to April 2020

20/21-126.4. To discuss and decide upon the recommendation that the full Council discuss the wording of the Clerk's contract with reference to the progress through the salary scale to replace the word "automatically" with "performance-based", on the understanding that any changes to the contract have to be done in consultation with the Clerk.

20/21-127. To discuss and decide whether to pay the Clerk for the overtime worked in November – 18 hours @ £15.37 = £276.66

20/21-128. To discuss and decide whether to use hiltonparishcouncil.com email addresses for parish council business and to approve the serving of summons to hiltonparishcouncil.com email addresses.

20/21-129. To discuss and decide upon changes to the format of the Spectrum article.

- 20/21-130. Green Open Spaces
 20/21-130.1 To review the tree report and discuss and decide upon the appointment of contractors to carry out the tree work – cost £2110 - £2380
 20/21-130.2 To discuss and decide upon the planting plan for the copse on the north side of Wragg’s Row at the entrance to the Wilderness – cost £600.
 20/21-130.3 To discuss and decide upon repairs to the Parish Council Car Park at the Village Hall – cost £139.98-£189.09 – includes materials and hire of machinery
- 20/21-131. To review and decide upon a response to the objections received to the proposed Library in the Bus Stop
- 20/21-132. To discuss and decide upon the response to the NATS consultation regarding the relocation of the Luton airport holding stack and the communications to parishioners regarding this consultation
- 20/21-133. To review the information regarding the re-opening of the quarry at Hemingford Grey and decide whether any further action should be taken
- 20/21-134. To discuss and decide upon whether any action can be taken regarding the state of the surface of Bridleway No. 1, known as The Drift
- 20/21-135. To receive an update regarding the LHI Feasibility Study
- 20/21-136. Traffic Petition Working Group
 20/21-136.1. To discuss and decide upon the recommendation to send a letter to the local County Councillor to seek information regarding following up on the traffic modelling figures discussed in 2015, who Hilton Parish Council should contact regarding this and who should be contacted to submit supporting documents regarding the latest LHI bid for a 24hr weight limit Traffic Regulation Order on the B1040.
 20/21-136.2. To discuss and decide upon whether to send the petition regarding traffic in Hilton to parishioners via a paper leaflet drop and survey monkey, for a period of one month, publicised on the website, Facebook and the email distribution list – cost £50-£75
 20/21-136.3. To discuss and decide upon the proposal that once the results of the petition are known and the reply from Cambridgeshire County Council has been received, the working group, consisting of Cllrs Balicki, Chambers, Dunk and Goodridge, contact the advised County Council officers, via the Clerk, with the results of the petition in support of the LHI bid and to request what action is being taken, and when, regarding the review of the traffic modelling figures.
- 20/21-137. To discuss concerns raised by a parishioner regarding the A428 development and decide upon any actions.
- 20/21-138. To discuss and decide upon switching to the Equals Corporate Card – cost £10+VAT per card, but no monthly cost
- 20/21-139. To discuss and decide upon any response to the Peterborough and Cambridgeshire Minerals and Waste Local Plan Proposed Main Modifications Consultation
- 20/21-140. To discuss and decide upon any comments regarding the Cambridgeshire and Peterborough Combined Authority’s Draft Budget consultation
- 20/21-141. To discuss and decide upon the request from Citizens Advice Rural Cambs for a donation
- 20/21-142. To discuss and decide upon the request from the Office of National Statistics that Hilton Parish Council actively raise awareness of Census 2021
- 20/21-143. To discuss and decide whether to support the Slow Ways Initiative
- 20/21-144. To discuss the outcomes from the previous parish plan and a proposed questionnaire for taking the project forward
- 20/21-145. To discuss and decide whether to include Councillor’s bio’s and photos on the parish council website
- 20/21-146. Payments received - None

20/21-147. Approve payments

Minute Ref	Payee	Description	Amount	Method	Legislation
20/21-147.1	JSC Services	Maintenance Contract - Nov	£660.00	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
20/21-147.2	Ecotricity	Electricity Supply - Nov	£10.51	DD	Local Government Act 1972 - s111 - Subsidiary powers
20/21-147.3	Nicola Webster	Salary - Nov	£666.03	S/O	Local Government Act 1972 - s112 - Power to appoint staff
20/21-147.4	Microsoft	Office Package - Nov	£11.28	BACS	Local Government Act 1972 - s111 - Subsidiary powers
20/21-147.5	Opus	Street Lighting Energy - Nov	£137.80	DD	Local Government Act 1972 - s111 - Subsidiary powers
20/21-147.6	Zoom	Pro Account - Nov	£14.39	Optimum DC	Local Government Act 1972 - s111 - Subsidiary powers
20/21-147.7	Optimum	Monthly Fee	£1.99	Optimum DC	Local Government Act 1972 - s111 - Subsidiary powers
20/21-147.8	Nicola Webster	CILCA Hours - Nov	£73.01	BACS	Local Government Act 1972 - s112 - Power to appoint staff
20/21-147.9	Nicola Webster	Back Pay	£142.52	BACS	Local Government Act 1972 - s112 - Power to appoint staff
20/21-147.10	Nicola Webster	Overtime - Nov	£276.66	BACS	Local Government Act 1972 - s112 - Power to appoint staff
20/21-147.11	Royal British Legion	Donation	£60.00	CHQ	Local Government Act 1972 - s15(5) Chairman's Allowance
20/21-147.12	K&M Lighting Services Ltd	PC4 Lantern Replacement	£288.00	BACS	Parish Councils Act 1957 – s3 – Power to light roads and public places
20/21-147.13	PKF Littlejohn LLP	External Audit	£480.00	BACS	Local Audit and Accountability Act 2014 s4 - requirements for audit
20/21-147.14	Wendy Oldfield	Diffusion Tubes - 11/07 - 01/11	£91.20	BACS	Local Government Act 1972 - s111 - Subsidiary powers
20/21-147.15	Amazon	Christmas Lights	£200.93	Optimum DC	Local Government Act 1972 - s144 - Power to attract visitors
20/21-147.16	B&Q	Gutter parts for pavilion	£13.22	Optimum DC	Local Government Act 1972 - s133 - Provision of parish or community buildings
20/21-147.17	JSC Services	Cricket Pitch - 15/10	£45.00	BACS	Open Spaces Act 1906 s10 - Power to maintain open spaces

20/21-148. 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.