



PARISH
COUNCIL

I hereby give notice that the Annual Meeting of Hilton Parish Council will be held at 7.30pm on Tuesday 4th May 2021 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: 872 4229 7806

Passcode: 288807

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
28/04/2021

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 2014.

AGENDA

- 21/22-1. To elect a Chair
- 21/22-2. To elect a Vice-Chair
- 21/22-3. To resolve for the declaration of acceptance of office to be signed at a later date
- 21/22-4. 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.

- 21/22-5. To approve the minutes of the Parish Council Meeting held on Monday 12th April, the minutes of the Planning Committee Meetings held on Tuesday 13th April and Tuesday 27th April
- 21/22-6. 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.
- 21/22-7. To review the delegation arrangements to committees and officers
 - 21/22-7.1. Scheme of Delegation
- 21/22-8. To review the terms of references for the committees, officers and working groups:
 - 21/22-8.1. Planning Committee
 - 21/22-8.2. Staffing Committee
 - 21/22-8.3. Finance Committee
 - 21/22-8.4. Complaints Review Panel
 - 21/22-8.5. Responsible Financial Officer
 - 21/22-8.6. Open Spaces Officer

- 21/22-8.7. Emergency Officer
- 21/22-8.8. Hilton Traffic Group
- 21/22-9. Appointment of members to existing committees and working groups
- 21/22-10. Review and adoption of standing orders
- 21/22-11. Review and adoption of financial regulations
- 21/22-12. Review of representation on or work with external bodies and arrangements for reporting back.
 - 21/22-12.1. Hilton Village Hall Committee
 - 21/22-12.2. HCV Group
 - 21/22-12.3. A428 Community Forum
- 21/22-13. Review of inventory of land and other assets
 - 21/22-13.1 Asset Management Plan
- 21/22-14. Confirmation of arrangements for insurance cover in respect of all insurable risk
 - 21/22-14.1. General Risk Assessment
- 21/22-15. Review of the Council's subscriptions to other bodies – CAPALC, SLCC & ICO
- 21/22-16. Review of the Council's complaints procedure
- 21/22-17. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.
 - 21/22-17.1. Publication Scheme
 - 21/22-17.2. Freedom of Information Policy
 - 21/22-17.3. General Privacy Notice
 - 21/22-17.4. Information Security Policy
 - 21/22-17.5. Records Management Policy
- 21/22-18. Review of the Council's policy for dealing with the press/media.
 - 21/22-18.1. Media Policy
- 21/22-19. Review of the Council's employment policies and procedures
 - 21/22-19.1. Disciplinary and Grievance Policy
 - 21/22-19.2. Equal Opportunities Policy
 - 21/22-19.3. Health and Safety Policy
 - 21/22-19.4. Lone Working Policy
 - 21/22-19.5. Recruitment Policy
 - 21/22-19.6. Training and Development Policy
 - 21/22-19.7. Sickness Absence Policy
 - 21/22-19.8. Expenses Policy
- 21/22-20. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 and review of the Section 137 Expenditure Policy
- 21/22-21. Review of the other policies
 - 21/22-21.1. Dispensation Procedure
 - 21/22-21.2. Children and Adults at Risk Safeguarding Policy
 - 21/22-21.3. Green Spaces Management Policy
 - 21/22-21.4. Reserves Policy
 - 21/22-21.5. Grant Making Policy
 - 21/22-21.6. Correspondence Policy
- 21/22-22. Review the Council's Code of Conduct

- 21/22-23. Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council
- 21/22-24. Review the Action Plan 2020/21
- 21/22-25. Agree the Action Plan 2021/22
- 21/22-26. Review of the effectiveness of the Council's system of internal control
- 21/22-27. Note that the bank reconciliations have been verified by a member other than the Chair
- 21/22-28. Review the Council's banking arrangements
- 21/22-29. Agree the direct debits and standing orders
- 21/22-30. Agree that payments may be made by BACS via online banking
- 21/22-31. Note the receipt of the Annual Internal Audit report
- 21/22-32. Approve the Annual Governance Statement
- 21/22-33. Approve the Annual Accounting Statement
- 21/22-34. Review the financial reports
- 21/22-35. Agree to renew the data protection fee with the ICO – cost £40
- 21/22-36. To give thanks to County Councillor Ian Bates following notice of his retirement
- 21/22-37. Receive an update regarding the A14 Legacy Fund
- 21/22-38. Discuss and decide whether to adopt an emergency scheme of delegation of urgent and routine matters.
- 21/22-39. Receive an update regarding the Living Sport grant and decide upon the next steps
- 21/22-40. Payments received:
 £15,300 Precept half payment received from HDC
 £79.25 CIL payment received from HDC
 £677.13 VAT refund for 01/04/20-31/03/21
- 21/22-41. Approve payments

Minute Ref	Payee	Description	Amount	Method	Legislation
21/22-41.1	JSC Services	Maintenance Contract - Apr	£660.00	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
21/22-41.2	Ecotricity	Electricity Supply - Apr	£10.53	DD	Local Government Act 1972 - s133 - Community buildings
21/22-41.3	Nicola Webster	Salary - Apr + WfH Allowance	£849.16	S/O	Local Government Act 1972 - s112 - Power to appoint staff
21/22-41.4	Opus	Street Lighting Energy - Apr	£147.43	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
21/22-41.5	Microsoft	Office Package - Apr	£11.28	BACS	Local Government Act 1972 - s111 - Subsidiary powers
21/22-41.6	Zoom	Pro Account - Apr	£14.39	Equals Card	Local Government Act 1972 - s111 - Subsidiary powers
21/22-41.7	Nicola Webster	Working from home allowance - Mar 20-Mar 21	£108.33	BACS	Local Government Act 1972 - s112 - Power to appoint staff
21/22-41.8	Nicola Webster	Overtime - Apr	£63.32	BACS	Local Government Act 1972 - s112 - Power to appoint staff
21/22-41.9	Nicola Webster	CiLCA Hours - Apr	£71.24	BACS	Local Government Act 1972 - s112 - Power to appoint staff

21/22-41.10	Amazon	Litter Pickers	£31.74	Equals Card	Litter Act 1983
21/22-41.11	Shaw & Sons Ltd	Minute Book	£97.20	BACS	Local Government Act 1972 - s111 - Subsidiary powers
21/22-41.12	DA Pest Control	Control of moles	£80.00	BACS	Open Spaces Act 1906 s10 - Power to maintain open spaces
21/22-41.13	K&M Lighting Services Ltd	Straighten column for PC26	£144.00	BACS	Parish Councils Act 1957 – s3 – Power to light roads and public places
21/22-41.14	DA Green & Sons	Preparation of Payroll	£48.00	BACS	Local Government Act 1972 - s112 - Power to appoint staff

21/22-42. 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.

21/22-43. Review of the Protocol in the Event of the Death of a Senior National Figure