



I hereby give notice that the **Ordinary Meeting of Hilton Parish Council will be held at 7.30pm on Monday 12th April 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: 823 1488 3136

Passcode: 451959

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

07/04/2021

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

20/21-202. 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.

20/21-203. To approve the minutes of the Parish Council Meeting held on Monday 1st March, the minutes of the Planning Committee Meeting held on Tuesday 23rd March, the minutes of the Staffing Committee Meeting held on Tuesday 16th March, and the minutes of the Finance Committee Meeting held on Tuesday 6th April.

20/21-204. 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.

20/21-205. Finance Committee

20/21-205.1 To receive and discuss the financial reports

20/21-205.2 To agree the levels of earmarked reserves

20/21-205.3 To review and adopt the Asset Management Plan

20/21-206. Policy Group – to review and adopt the following policies:

20/21-206.1 Grant Awarding Policy and Form

20/21-206.2 Expenses Policy

20/21-206.3 Sickness Absence Policy

20/21-206.4 Finance Committee Terms of Reference

20/21-207. Code of Conduct

20/21-207.1 To discuss and decide whether to adopt the new model code of conduct

20/21-207.2 To discuss and decide whether to send councillors to the code of conduct training - £40 per councillor

20/21-208. To receive an update regarding the situation regarding remote meetings and call for evidence

20/21-209. To receive an update regarding the current LHI bid and decide on any next steps

20/21-210. To receive an update from the NMU working group regarding the non-motorised users' route

20/21-211. To receive an update regarding the library in the bus shelter and decide upon any next steps

20/21-212. To discuss and decide whether to use the current email distribution list to forward information from the Papworth Surgery Patient Link Committee

20/21-213. To discuss and decide to employ a mole catcher on the Green around the churchyard

20/21-214. To receive an update regarding the horses riding across the Green and decide upon any next steps

20/21-215. To discuss and decide whether to respond to the Oxford to Cambridge railway consultation

20/21-216. To agree to purchase wood for the repair of the fences – cost £365.69

- 20/21-217. To discuss and decide whether to purchase additional litter pickers and agree the process for lending them to parishioners
- 20/21-218. To receive feedback regarding the Annual Parish Meeting
- 20/21-219. To agree to purchase a minute book for the Annual Parish Meeting minutes – cost £81
- 20/21-220. To discuss and decide whether to agree to the siting of the replacement WI bench near the maze as per the previous plan and agreement by the PC
- 20/21-221. To receive an update regarding the Living Sport grant application
- 20/21-222. Payments received - Sale of 4 maps – total £20
- 20/21-223. Approve payments

Minute Ref	Payee	Description	Amount	Method	Legislation
20/21-223.1	JSC Services	Maintenance Contract - Mar	£660.00	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
20/21-223.2	Ecotricity	Electricity Supply - Mar	£11.99	DD	Local Government Act 1972 - s133 - Community buildings
20/21-223.3	Nicola Webster	Salary - Mar	£799.24	S/O	Local Government Act 1972 - s112 - Power to appoint staff
20/21-223.4	Microsoft	Office Package - Mar	£11.28	BACS	Local Government Act 1972 - s111 - Subsidiary powers
20/21-223.5	Opus	Street Lighting Energy - Mar	£141.69	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
20/21-223.6	Zoom	Pro Account - Mar	£14.39	Equals Card	Local Government Act 1972 - s111 - Subsidiary powers
20/21-223.7	Optimum	Closure Fee	£5.00	Optimum DC	Local Government Act 1972 - s111 - Subsidiary powers
20/21-223.8	Nicola Webster	Overtime - Mar	£261.29	BACS	Local Government Act 1972 - s112 - Power to appoint staff
20/21-223.9	Nicola Webster	CiLCA Hours - Mar	£34.58	BACS	Local Government Act 1972 - s112 - Power to appoint staff
20/21-223.10	Thames Labs	Asbestos Testing	£42.00	Equals Card	Local Government Act 1972 - s111 - Subsidiary powers
20/21-223.11	Unity Trust	Charges - 01/01-31/03/21	£18.00	DD	Local Government Act 1972 - s111 - Subsidiary powers
20/21-223.12	K&M Lighting Services Ltd	Lighting Maintenance - Apr-Jun	£169.60	BACS	Parish Councils Act 1957 – s3 – Power to light roads and public places
20/21-223.13	Charlie Vince Tree Surgery Ltd	Tree Work	£936.00	BACS	Open Spaces Act 1906 s10 - Power to maintain open spaces
20/21-223.14	Cambridge Trees Ltd	Tree Work	£960.00	BACS	Open Spaces Act 1906 s10 - Power to maintain open spaces

- 20/21-224. To consider and decide upon the amount of the working from home allowance with regards to the HMRC guideline amount - £6 per week
- 20/21-225. To discuss and decide whether to join the NEST pension scheme
- 20/21-226. To receive the results of the Clerk's appraisal from the appraisal panel and review the objectives and decide whether to award the salary increment – cost £23.92 per month
- 20/21-227. To agree the changes to the Clerk's job description
- 20/21-228. To discuss and decide upon a process for overtime
- 20/21-229. To discuss and decide whether to send the Clerk on training regarding "Understanding elections and the Clerk's role" - cost £30
- 20/21-230. 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.