



Minutes of the Meeting of Hilton Parish Council on Tuesday 4th May 2021 at 19:30 via Zoom

Present: Cllr G. Barradell (Outgoing Chair), Cllr P. Balicki (Chair), Cllr H. Chambers, Cllr K. Dunk, Cllr E. McCarthy, Cllr S. Walker (arrived 19:50), Cllr I. Stott

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

Meeting commenced 19:32

21/22-1. To elect a Chair

19:39 Cllr P. Balicki left the meeting

19:40 Cllr P. Balicki joined the meeting

RESOLVED that Cllr P. Balicki is elected as Chair.

21/22-2. To elect a Vice-Chair

19:43 Cllr I. Stott left the meeting

RESOLVED that Cllr G. Barradell is elected as Vice-Chair

21/22-3. To resolve for the declaration of acceptance of office to be signed at a later date

RESOLVED that the declaration of acceptance of office may be signed at a later date.

21/22-4. To receive any apologies for absence and declarations of interest.

Apologies received from Cllr R. Collard (work) and County Cllr I. Bates. Cllr S. Walker advised she would be late.

No declarations of interest were received.

19:45 Meeting closed to allow comments from the public

No comments were received

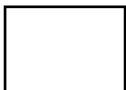
19:45 Meeting opened

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

RESOLVED that the minutes of the Parish Council Meeting on Monday 12th April were approved as a true record.

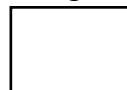
19:46 Cllr I. Stott joined the meeting

RESOLVED that the minutes of the Planning Committee Meeting on Tuesday 13th April and Tuesday 27th April were approved as a true record.



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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.

Clerk Report

Cllr A. Goodridge

Cllr Goodridge has resigned, and the proper notice of vacancy has been issued.

Minutes

In accordance with the standing orders, the minutes will only record the resolution of the Council and not the names of the proposer and seconder and the allocation of votes, unless there is a recorded vote.

Black Arm Bands

Could those Councillors who have not returned their black arm bands to the Clerk please do so ASAP.

Call for Evidence re Remote Meetings

The response to this call for evidence was sent and a copy can be viewed in Dropbox.

LHI 2020/21

The Clerk has emailed Local Projects to state that Hilton Parish Council will contribute £9,000 to this project but no response has yet been received.

Community Library

The Clerk has been in conversation with the Church regarding putting the community library in the Church and is awaiting the response from the PCC.

Mole Catcher

The mole catcher placed traps in the area around the Church and caught 3 moles.

Oxford to Cambridge Railway Consultation

The Clerk submitted the response to this consultation and also advertised the consultation on the website and Facebook page.

Annual Parish Meeting Minute Book

The minute book has been purchased and is now in use.

Clerk's Contract

The new contract has now been signed.

Clerk Job Description

This has been updated as agreed.

NEST Pension Scheme

Cllr P. Balicki and the Clerk have been working on setting up the pension scheme and are awaiting advice from the payroll provider.

Clerk's Hours

As the Clerk exceeded her hours again in April, the Chair authorised overtime for the essential tasks but several tasks have been left to carry forward to May. These include:

- Advertising the new litter pickers
- Purchasing the wood for the fences
- Updating the asset register
- Writing the letter of condolence
- Following up the Grove End bin with HDC

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- Speedwatch advert

Councillor Assistance

Thank you to Cllr H. Chambers for putting up agendas, dealing with empty toner cartridges and compiling a decision summary, Cllr I. Stott for delivering planning agendas and the unnamed Cllr who took down the notice as requested.

21/22-7. To review the delegation arrangements to committees and officers

21/22-7.1. Scheme of Delegation

19:50 Cllr S. Walker joined the meeting

RESOLVED that the Scheme of Delegation is approved.

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

RESOLVED that the terms of reference for the committees, officers and working groups are approved.

21/22-9. Appointment of members to existing committees and working groups

Draft membership of committees and working groups:

Finance Committee: (5 Members to include the Chair and Vice-Chair)

Cllr Peter Balicki, Cllr Graham Barradell, Cllr Kieron Dunk, Cllr Ian Stott, Cllr Heather Chambers

Planning Committee: (Minimum of 5 Members)

Cllr Peter Balicki, Cllr Graham Barradell, Cllr Rob Collard, Cllr Kieron Dunk, Cllr Sharon Walker

Traffic Working Group:

Cllr Peter Balicki, Cllr Graham Barradell, Ken Attwood (Chair - Hilton Action on Traffic), Andy Bush (Vice Chair - Hilton Action on Traffic), Lisa Millard (Hilton HGV Watch)

Green Spaces Management Working Group:

Cllr Peter Balicki, Cllr Kieron Dunk, Cllr Ian Stott (Convenor), Willie Wilson

Easements Working Group:

Cllr Peter Balicki, Cllr Ian Stott

Policy Advisory Group:

Cllr Peter Balicki, Cllr Kieron Dunk, Cllr Graham Barradell, Cllr Heather Chambers, Cllr Ett McCarthy

Hilton Common Joint Consultative Working Group:

Cllr Peter Balicki, Cllr Ian Stott, Cllr Sharon Walker

Media Working Group:

Cllr Peter Balicki, Cllr Kieron Dunk, Cllr Rob Collard, Cllr Heather Chambers

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Village Pavilion Working Group:

Cllr Peter Balicki, Cllr Graham Barradell, Cllr Kieron Dunk (Convenor), Cllr Ett McCarthy, Cllr Sharon Walker, Allan Salem

Staffing Committee: (5 Members to include the Chair)

Cllr Graham Barradell, Cllr Rob Collard, Cllr Kieron Dunk, Cllr Peter Balicki, Cllr Ett McCarthy

Complaints Review Panel Committee: (5 Members to include the Chair)

Cllr Graham Barradell, Cllr Peter Balicki, Cllr Kieron Dunk, Cllr Sharon Walker, Cllr Ian Stott

Fireworks Working Group

Cllr Rob Collard, Cllr Sharon Walker

Parish Plan Review Working Group

Cllr Heather Chambers, Cllr Rob Collard, Cllr Ian Stott

NMU Working Group

Cllr Heather Chambers, Cllr Rob Collard

Tree Warden – Cllr Ian Stott assisted by Cllr Kieron Dunk and John Carter

Emergency Officer – Cllr Ian Stott, Deputies –Cllr Graham Barradell, Ken Harris and Andy Bush

Open Spaces Officer – Cllr Ian Stott

This will be ratified at the next parish council meeting.

[21/22-10. Review and adoption of standing orders](#)

RESOLVED that the standing orders are adopted.

[21/22-11. Review and adoption of financial regulations](#)

RESOLVED that the financial regulations are adopted.

[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](#)

RESOLVED that Cllr H. Chambers is appointed as the Parish Council representative to the Hilton Village Hall Committee

[21/22-12.2. HCV Group](#)

As there were no volunteers, this item was deferred to a future meeting

[21/22-12.3. A428 Community Forum](#)

RESOLVED that Cllr P. Balicki is appointed as the Parish Council representative to the A428 Community Forum.

[21/22-13. Review of inventory of land and other assets](#)

[21/22-13.1 Asset Management Plan](#)

RESOLVED that the Asset Management Plan is adopted

[21/22-14. Confirmation of arrangements for insurance cover in respect of all insurable risk](#)

[21/22-14.1. General Risk Assessment](#)

RESOLVED that the General Risk Assessment is adopted.

RESOLVED that the Clerk will contact the Council's insurers with regards to tree maintenance and inspection.

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21/22-15. Review of the Council's subscriptions to other bodies – CAPALC, SLCC & ICO

RESOLVED that the Council's subscription to these bodies is continued.

21/22-16. Review of the Council's complaints procedure

RESOLVED that the complaints procedure is adopted.

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

RESOLVED that the Publication Scheme, Freedom of Information Policy, General Privacy Notice, Information Security Policy and Records Management Policy are adopted.

21/22-18. Review of the Council's policy for dealing with the press/media.

21/22-18.1. Media Policy

RESOLVED that the Media Policy is approved.

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

RESOLVED that the Disciplinary and Grievance Policy, Equal Opportunities Policy, Health and Safety Policy, Lone Working Policy, Recruitment Policy, Training and Development Policy, Sickness Absence Policy and Expenses Policy are adopted.

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

RESOLVED that the Section 137 Expenditure Policy is adopted.

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

RESOLVED that the Dispensation Procedure, Children and Adults at Risk Safeguarding Policy, Green Spaces Management Policy, Reserves Policy, Grant Making Policy and Correspondence Policy are adopted.



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[21/22-22. Review the Council's Code of Conduct](#)

RESOLVED that the Council continue to adopt their current Code of Conduct until such time that HDC have reviewed the new LGA model 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](#)

Proposed meeting dates:

Monday 7th June 7:30pm (depending on the outcome of the remote meeting court case)

Monday 5th July 7:30pm

Monday 6th September 7:30pm

Monday 4th October 7:30pm

Monday 1st November 7:30pm

Monday 6th December 7:30pm

Monday 7th February 7:30pm

Monday 7th March 7:30pm

Monday 4th April 7:30pm

Monday 9th May 7:30pm (This will depend on the date of the elections)

RESOLVED that the Council agree the dates and times of the meetings except the Annual Meeting.

RESOLVED that the June meeting cannot be held due to the unlawfulness of remote meetings.

RESOLVED that the location of the meetings will be advised on the website/noticeboards.

RESOLVED that the date for the Annual Meeting of the Council will be set once the date of the elections is known.

[21/22-24. Review the Action Plan 2020/21](#)

RESOLVED that the Action Plan for 2020/21 is accepted.

[21/22-25. Agree the Action Plan 2021/22](#)

RESOLVED that the Action Plan for 2021/22 is deferred to a future meeting.

[21/22-26. Review of the effectiveness of the Council's system of internal control](#)

RESOLVED that the system of internal control is effective and will be reviewed by the Finance Committee.

[21/22-27. Note that the bank reconciliations have been verified by a member other than the Chair](#)

RESOLVED that the Council have noted that the bank reconciliations have been verified by a member other than the Chair.

[21/22-28. Review the Council's banking arrangements](#)

RESOLVED that the current banking arrangements are continued.

[21/22-29. Agree the direct debits and standing orders](#)

RESOLVED that the Council approve the existing regular payments.

[21/22-30. Agree that payments may be made by BACS via online banking](#)

RESOLVED that the Council agree that payments may be made by BACS via online banking.

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[21/22-31. Note the receipt of the Annual Internal Audit report](#)

RESOLVED that the receipt of the Annual Internal Audit report is noted and thank the Auditor for his work and the Clerk for preparing the documents.

[21/22-32. Approve the Annual Governance Statement](#)

RESOLVED that the Annual Governance Statement is approved.

[21/22-33. Approve the Annual Accounting Statement](#)

RESOLVED that the Annual Accounting Statement is approved.

[21/22-34. Review the financial reports](#)

RESOLVED that the financial reports are accepted.

[21/22-35. Agree to renew the data protection fee with the ICO – cost £40](#)

RESOLVED that the data protection fee with the ICO is renewed at a cost of £40.

[21/22-36. To give thanks to County Councillor Ian Bates following notice of his retirement](#)

RESOLVED to send a letter to County Councillor Ian Bates to acknowledge his service to the community and convey the Council's thanks.

[21/22-37. Receive an update regarding the A14 Legacy Fund](#)

RESOLVED that the update regarding the A14 Legacy Fund is received.

RESOLVED that no action is taken on this project until the full Council see the scheme of works.

[21/22-38. Discuss and decide whether to adopt an emergency scheme of delegation of urgent and routine matters.](#)

RESOLVED that the emergency scheme of delegations of urgent and routine matters is adopted with the caveat that if there is a planning application of concern that the Council will make arrangements to meet in accordance with the Covid regulations and guidelines at the time and that this is in place until 30th June.

[21/22-39. Receive an update regarding the Living Sport grant and decide upon the next steps](#)

RESOLVED that the Clerk will complete the partnership agreement.

RESOLVED that the equipment can be stored in the pavilion and that this project can go ahead on the caveated basis that it is time-limited and not-for-profit.

[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

RESOLVED that receipt of these payments is noted

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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

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21/22-41.14	DA Green & Sons	Preparation of Payroll	£48.00	BACS	Local Government Act 1972 - s112 - Power to appoint staff
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RESOLVED that these payments are approved.

[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.](#)

Cllr K. Dunk requested that projects like the path around the Ware are referred to the Green Spaces Management Working Group.

Cllr I. Stott advised that County Cllr Ian Bates was unable to join the meeting.

Cllr I. Stott advised that the Maintenance Contractor has informed him that the cricket square and outfield have been badly damaged by horses.

Cllr I. Stott thanked Cllr G. Barradell for his work as Chair.

Cllr S. Walker advised that she has been contacted by a parishioner who stated that there have been 3 near misses on the Green where cars are travelling at 40mph, and asked whether this could be reduced the 30mph.

Cllr S. Walker apologised for her late arrival to the meeting.

Cllr S. Walker stated that a car went into the ditch near the Pavilion recently.

Cllr P. Balicki advised that he attended the recent A428 community forum meeting which was related to modelling. The next meeting will be regarding construction traffic. He advised that the DCO is now open for consultation which entitles interested parties to speak at Inspectorate meetings, which will be held remotely.

Cllr P. Balicki thanked Cllr G. Barradell for his work as Chair and Cllr K. Dunk as Vice-Chair.

[21/22-43. Review of the Protocol in the Event of the Death of a Senior National Figure](#)

RESOLVED 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 agenda item 21/22-43 regarding the Protocol in the Event of the Death of a Senior National Figure it was advisable in the public interest that the Public and Press be temporarily excluded from this meeting.

RESOLVED that this item is deferred to a future meeting.

The next ordinary Parish Council meeting will be on Monday 5th July 2021.

There being no further business to transact the meeting was closed at 21:56.

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

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