



# Minutes of the Meeting of Hilton Parish Council on Monday 4<sup>th</sup> October 2021 at 19:30 in Hilton Village Hall

Present: Cllr G. Barradell (Vice-Chair), Cllr H. Chambers, Cllr K. Dunk, Cllr R. Collard, Cllr S. Suckling

In attendance: The Clerk (N. Webster), County Cllr Doug Dew and 4 parishioners

Meeting commenced 19:30

21/22-109. To receive any apologies for absence and declarations of interest.

Apologies received from Cllr P. Balicki (holiday), Cllr E. McCarthy (work), Cllr I. Stott (holiday) and Cllr S. Walker (family commitment).

There were no declarations of interest.

Meeting closed 19:31

County Cllr Doug Dew presented a report regarding the new County Council set up, which has now moved out of Shire Hall and is meeting in Alconbury. CCC is appointing senior officers and has now appointed the officer for transport. Two of the three sub-director roles in transport have been filled. There are also more officers on the ground and Doug can arrange our local officer to attend where there are issues. The A14/A1307 has not yet been handed over to the council as there are issues such as slip road surfaces to be resolved. The new Council is still reorganising itself and its committees which is slowing the works in progress. Doug is tabling a motion at the next CCC meeting with regards to flood preparedness in the County. With regards to their budget, there is likely to be shortages and 75% of the budget in the County is spent on Children’s and Adult’s Social Care.

MoP1 stated that he was pleased to see item 21/22-117 with regards to parishioners being able to speak to Cllrs.

Meeting reopened 19:38

21/22-110. To approve the minutes of the Parish Council Meeting held on Monday 6<sup>th</sup> September, the Extraordinary Parish Council Meeting held on Tuesday 21<sup>st</sup> September, the Finance Committee Meeting held on Tuesday 21<sup>st</sup> September and the Planning Committee Meeting held on Thursday 23<sup>rd</sup> September.

**RESOLVED** that the minutes of the Parish Council Meeting held on Monday 6<sup>th</sup> September are approved as a true record.

**RESOLVED** that the minutes of the Extraordinary Parish Council Meeting held on Tuesday 21<sup>st</sup> September are approved as a true record.

Initials

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**RESOLVED** that the minutes of the Finance Committee Meeting held on Tuesday 21<sup>st</sup> September are approved as a true record.

**RESOLVED** that the minutes of the Planning Committee Meeting held on Thursday 23<sup>rd</sup> September are approved as a true record.

[21/22-111. 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.](#)

Tree Inspection Regime

As part of the Tree Inspection Regime the Council are required to have a register of trees, which the Tree Warden and the Clerk are currently compiling.

Dunadry Easement

This easement has now been registered with the Land Registry.

CAA Consultation re London Luton arrivals

Report from Cllr P. Balicki:

“Attended this meeting chaired by the Civil Aviation Authority to hear views from interested parties. There were approx. 10 speakers including me.

Themes were similar – questioning the validity of the consultation as it appeared to fall outside the Airspace Modernisation strategy, did not give an option to object and would blight areas that are currently air traffic free.

I also mentioned that there appeared to be no noise monitoring pre any implementation.

This was also raised by others.

The representatives of the CAA listened and checked that they understood what each person speaking had raised.”

20's Plenty

Report from Cllr P. Balicki:

“Attended the online meeting. Requests made for all those present to lobby not only their local county councillor but also the adjacent one asking when CCC are going to implement this policy across the county.

I explained that in Hilton we supported the campaign but were not going to be lobbying hard on this subject this year as we are concentrating on the LHI bid to ban HGVs from the village.

I would recommend that we continue to advertise that we have the stickers for bin use.”

Community Gritting Scheme

This has been advertised on the website, Facebook and in Spectrum but no volunteers have yet come forward.

LHI 2021/22

HAT has kindly supplied recent data as requested by CCC which has been submitted to the requesting officer. The Police have commented to state that whilst they are not wholly supportive of the proposal and are unlikely to prioritise enforcement of an HGV ban, they are also unlikely to formally object to it. The next stage is to engage with the CCC Policy & Regulation team.

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LHI 2022/23

The LHI bid for a 30mph limit across the Green and improvements to the surface of the Ford has been submitted. The application deadline has been extended until 14<sup>th</sup> October.

Spectrum Article

Unfortunately, the paragraph regarding litter was removed from the Spectrum article by the editor.

WI Plaques

The plaques have been installed on the new WI bench and the president has been advised of the typo.

CAPALC Conference

The Clerk attended the recent CAPALC conference and has provided all Councillors with a written report.

[21/22-112. To review and ratify the decisions made under the scheme of delegation](#)

The Clerk attended the CAPALC conference at a cost to the Council of £75 with the one-off agreement that the attendance would not be included in her working hours.

A shredding company was instructed to shred the old paperwork from the filing cabinets and village hall loft at a cost of £50-£100.

**RESOLVED** that these decisions were ratified.

[21/22-113. Green Open Spaces Working Group](#)

[21/22-113.1 To receive the general report from the working group](#)

Cllr K. Dunk advised that the working group met on the 29<sup>th</sup> of September. Cllr I. Stott has completed the tree survey with the tree surgeon and has received a quote from one tree surgeon and is looking to obtain another two. He also gave a summary of the process to draft the maintenance tender. The trees that were down in Tithe Lane were cleared by a group of volunteers on Saturday. A parishioner has contacted the Green Open Spaces working group with regards to the condition of the culverts in Graveley Way, which do have some silt in them, but this is expected to wash away once the water levels rise.

[21/22-113.2 To consider whether to continue to financially contribute to the maintenance of the churchyard](#)

**RESOLVED** that the Parish Council continues to financially contribute to the maintenance of the churchyard.

[21/22-113.3 To consider the Draft Maintenance Tender and decide upon the next steps](#)

**RESOLVED** that the Draft Maintenance Tender is issued with amendments to state that the gravel top dressing will be purchased by the Parish Council, removal of the word "man" from "man-hours" and the correction of a typo.

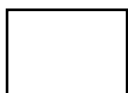
[21/22-113.4 To consider the design for the A14 Legacy Project on The Ware and decide upon the next steps](#)

**RESOLVED** that the project continues with this agreed design.

**RESOLVED** that the Clerk communicates with the CCC Highways team to obtain permission for these works.

[21/22-113.5 To approve the design and purchase of the bench near Wilderness Bridge using the donation from Hilton Rural Conservation and Wildlife Group](#)

**RESOLVED** that this item is deferred to a future meeting.



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[21/22-113.6 To consider whether to cost works to improve the condition of the far bank of the Ware](#)

**RESOLVED** that the Clerk is authorised to appoint a contractor with a budget of up to £270.

**RESOLVED** that item 21/22-115 is discussed prior to 21/22-114.

[21/22-115. To consider whether to continue to pay for the diffusion tubes to monitor nitrogen dioxide](#)

20:12 Meeting closed - MoP1 stated that the data is not showing an upward trend and he supports the idea of not continuing to pay for diffusion tubes.

20:14 meeting reopened

**RESOLVED** that the Council stops the diffusion tubes at the earliest opportunity.

[21/22-114. Finance Committee](#)

[21/22-114.1. To receive the financial reports](#)

**RESOLVED** that the Council received the financial reports.

[21/22-114.2. To discuss and decide whether to cancel the Zoom account](#)

**RESOLVED** that the Council cancels the current Zoom account as soon as possible.

[21/22-114.3 To discuss and decide whether to move the earmarked reserves for playground sign \(£54.82\), 2020/21 tree work \(£10\), and Village Hall car park \(£4.89\) back to general reserves](#)

**RESOLVED** that these earmarked reserves are moved back to general reserves.

[21/22-114.4. To consider and approve the draft budget](#)

<b><u>Income</u></b>	
<b>Precept</b>	<b>£31,550</b>
<b>Fireworks</b>	<b>£1,800</b>
<b>Total</b>	<b>£33,350</b>
<b><u>Expenditure</u></b>	
<b>Payroll Cost</b>	<b>£11,512</b>
<b>Green Open Spaces</b>	<b>£3,000</b>
<b>Maintenance Contract</b>	<b>£10,000</b>
<b>Maintenance Materials</b>	<b>£250</b>
<b>Insurance</b>	<b>£750</b>
<b>Subscriptions</b>	<b>£550</b>
<b>Stationery &amp; Office</b>	<b>£600</b>
<b>Utilities</b>	<b>£1,750</b>
<b>Training</b>	<b>£250</b>
<b>Audit</b>	<b>£400</b>
<b>Venue Costs</b>	<b>£450</b>
<b>Fireworks</b>	<b>£1,800</b>
<b>Lighting &amp; Maintenance</b>	<b>£680</b>
<b>Donations</b>	<b>£60</b>
<b>Playground</b>	<b>£60</b>
<b>Website</b>	<b>£238</b>
<b>Travellers</b>	<b>£250</b>
<b>Goalposts</b>	<b>£50</b>

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<b>Pavilion maintenance reserve contribution</b>	£50
<b>Bridge replacement reserve contribution</b>	£250
<b>Bench maintenance reserve contribution</b>	£50
<b>Paths maintenance reserve contribution</b>	£100
<b>Street lighting replacement contribution</b>	£100
<b>Playground maintenance reserve contribution</b>	£100
<b>Village hall car park maintenance contribution</b>	£50
<b>Total</b>	<b>£33,350</b>

**RESOLVED** that this decision is deferred to a Parish Council meeting that suits the precept request deadline, either the November or December meeting, where hopefully there will be more information regarding the cost of the new maintenance contract.

[21/22-114.5.](#) To consider and approve the proposed precept of £31,550

**RESOLVED** that this item is deferred as 21/22-114.4.

[21/22-116.](#) To discuss and decide upon any actions with regards to the bus shelter roof

**RESOLVED** that the Maintenance Person identifies what material is required and completes this work.

[21/22-117.](#) To consider whether to set up an arrangement where parishioners can speak informally to Councillors immediately prior to a Council meeting

**RESOLVED** that two Cllrs will be in the village hall for 30 minutes prior to the meeting, on a rota system, to allow parishioners to speak informally, for a trial period of 6 months.

[21/22-118.](#) To consider a response to the Cambridgeshire Street Lighting Satisfaction Survey

**RESOLVED** that the Clerk will complete this survey on behalf of the Council.

[21/22-119.](#) To consider the request to display posters and banners for the Fostering Service

**RESOLVED** that the Parish Council grant permission for posters to be displayed in the village and also on the website and Facebook.

**NOT RESOLVED** that the Parish Council agree to banners being displayed on Parish Council property for one week.

[21/22-120.](#) Payments received: £15,300 Precept half

[21/22-121.](#) Approve payments

Minute Ref	Payee	Description	Amount	Method	Legislation
21/22-121.1	JSC Services	Maintenance Contract - Sep	£660.00	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
21/22-121.2	Ecotricity	Electricity Supply - Sep	£12.56	DD	General Power of Competence
21/22-121.3	Nicola Webster	Salary - Sep + WfH Allowance	£873.08	S/O	General Power of Competence
21/22-121.4	Opus	Street Lighting Energy - Sep	£111.36	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
21/22-121.5	Zoom	Pro Account - Sep	£14.39	Equals Card	General Power of Competence

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21/22-121.6	JSC Services	Cricket pitch - 1, 23, 29/08	£135.00	BACS	Open Spaces Act 1906 s10 - Power to maintain open spaces
21/22-121.7	Microsoft	Office Package - Sep	£11.28	BACS	General Power of Competence
21/22-121.8	Dynamic Fireworks	Fireworks	£1,779.20	Equals Card	General Power of Competence
21/22-121.9	CAS Ltd	Insurance for Bonfire Night	£140.00	BACS	General Power of Competence
21/22-121.10	Royal British Legion	Donation	£60.00	CHQ	General Power of Competence
21/22-121.11	Community Garden	Donation	£95.00	BACS	General Power of Competence
21/22-121.12	Hilton WI	Donation	£70.00	BACS	General Power of Competence
21/22-121.13	Spectrum	Donation	£200.00	BACS	General Power of Competence
21/22-121.14	CAPALC	Annual Conference	£75.00	BACS	General Power of Competence
21/22-121.15	Hilton Village Hall	Venue Hire - 20/07/21-7/3/22	£210.00	BACS	General Power of Competence
21/22-121.16	Hilton PCC	Streetlighting in the Churchyard	£162.40	BACS	Parish Councils Act 1957 – s3 – Power to light roads and public places

**RESOLVED** that these payments are approved.

[21/22-122. To consider a response to the OxCam Arc Spatial Framework Survey](#)

**RESOLVED** that the Parish Council do not respond to this survey.

[21/22-123. 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 Heather Chambers asked for a report at the next meeting from the Pavilion working group.

Cllr Rob Chambers asked that there is communication issued from the Parish Council regarding the firework event.

There being no further business to transact the meeting was closed at 20:55.

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

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