



Minutes of the Meeting of Hilton Parish Council on Monday 6th June 2022 at 19:30 in Hilton Village Hall

Present: Cllr J. Capes, Cllr H. Chambers, Cllr R. Dulstone, Cllr E. McCarthy (Vice-Chair acting as Chair), Cllr N. Sage, Cllr C. Sarkies, Cllr S. Suckling

In attendance: The Clerk (N. Webster), County Cllr Doug Dew & District Cllr Clare Tevlin.

Meeting commenced 19:31

22/23-51. To receive any apologies for absence and declarations of interest.

Apologies were received from Cllr Peter Balicki (holiday).

Cllr Kieron Dunk was absent.

There were no declarations of interest.

Meeting closed 19:32

District Cllr Clare Tevlin advised that there was a new administration formed in May and that Sarah Conboy was the leader of the Council. She stated the new cabinet members and their roles. Clare is now Vice-Chair of the Licensing Committee and sits on the Development Management Committee. Clare is following up on the issues with the litter bin by the Grove and the parking in Church Lane.

County Cllr Doug Dew advised that he is following up on the NMU project between Hilton & Fenstanton and will speak to Steve Cox to find out why this project is not on the agenda for the Highways Committee. There is a new Chairman on the Highways Committee and Doug has met with him to discuss the active travel initiatives. Doug has also met with the Combined Authority Mayor Nik Johnson to discuss the projects in this area. The LHI team has reduced from 12 to 8 members when it is supposed to have 20 and Doug is going to query this at the next Committee meeting. Doug advised that the Cosmic group has a fund of £1million for which the Parish Council could bid. Doug will send the details to the Clerk. Health and Social welfare is still a large proportion of the work of the County Council.

Meeting opened 19:40

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[22/23-52. To approve the minutes of the Parish Council Meeting held on Monday 16th May and the minutes of the Planning Committee Meeting held on Thursday 26th May](#)

RESOLVED that the minutes of the Parish Council Meeting held on Monday 16th May are approved as a true record.

19:41 Cllr Nina Sage left the room.

19:42 Cllr Nina Sage re-joined the meeting.

RESOLVED that the minutes of the Planning Committee Meeting held on Thursday 26th May are approved as a true record.

[22/23-53. 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.](#)

Unity Trust

The form has been completed and submitted to add the new members of the Finance Committee as signatories on the bank account. Unfortunately, there is only one current Cllr with access to the bank account and so the BACS payments from last month have not been authorised.

Works to the Ware

National Highways has advised that they are going to complete the works to the bank of the Ware and install drainage channels and this should be carried out w/c 6th June 2022.

Disclosable Pecuniary Interest Forms

These have been submitted to the Code of Conduct team at HDC, who have confirmed receipt, but they have not yet been uploaded to the HDC website.

24hr HGV Ban on the B1040

Cambridgeshire County Council has advised that that the sign manufacturer is in the process of making the signs and that the work to install them has been programmed for week commencing 4th July.

Policies

All policies have been updated for document control and uploaded to the website.

Maze

The works to recut the Maze have been completed and the Maze was opened in time for the Jubilee celebrations.

Travellers

The traveller encampment has moved on from St Ives Road and the resulting fly-tipping/litter has been reported to HDC.

[22/23-54. To review and ratify the decisions made under the scheme of delegation](#)

Local Highways Officer survey completed by the Clerk who pointed out that Hilton does not have a Local Highways Officer.

New padlock purchased for the Wilderness. Cllr Peter Balicki and Cllr Kieron Dunk were consulted.

RESOLVED that these decisions are ratified.

[22/23-55. To appoint the Open Spaces Officer](#)

RESOLVED that Ian Stott is appointed as Open Spaces Officer.

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[22/23-56. Green Open Spaces Working Group](#)

Report from Ian Stott:

All the 2021 tree work will have been carried out by the time the PC meet.

The re-cutting of the Maze has been completed.

I am aware of the dead tree towards the Smeefield end of the alleyway that links Smeefield with Mill Hill End. It will probably be subject to 'volunteer activity' this autumn.

[22/23-57. To receive the Internal Audit Report and decide upon any actions](#)

RESOLVED that the review of the Asset Register is delegated to the RFO with assistance from Cllrs to audit the current assets.

RESOLVED that the review of the Disciplinary and Grievance Policy is delegated to the Policy Group.

RESOLVED that the Clerk is authorised to attend GDPR training with the SLCC at a cost of £30.

RESOLVED that the Council receives the Internal Audit Report.

[22/23-58. To consider and approve the Annual Governance Statement](#)

RESOLVED that the Annual Governance Statement is approved.

[22/23-59. To consider and approve the Annual Accounting Statement](#)

RESOLVED that the Annual Accounting Statement is approved.

[22/23-60. To note the dates set for the period of the exercise of Public Rights](#)

RESOLVED that the Council note that the dates set for the period of the exercise of Public Rights has been set by the RFO as Monday 13th June to Friday 22nd July.

[22/23-61. To discuss and decide whether to renew the insurance policy with Community Action Suffolk – cost £718.74](#)

RESOLVED that the Council agree to renew the insurance policy with Community Action Suffolk at a cost of £718.74.

[22/23-62. To consider a response to the Combined Authority's Local Transport and Connectivity Plan consultation](#)

RESOLVED that this consultation will be publicised on the website and Facebook page and via email.

[22/23-63. To consider a response to the consultation regarding the Environmental Impact Assessment for the Cambourne to Cambridge Public Transport and Active Travel Route](#)

RESOLVED that the Council will take no action regarding this consultation.

[22/23-64. To consider a response to the Greater Cambridge Partnership's consultation regarding 'A new road classification for Cambridge'](#)

RESOLVED that the Council will take no action regarding this consultation.

[22/23-65. To appoint an inspector for the annual Playground Inspection – cost £120-£770](#)

RESOLVED that the Council accept the quote from company E at a cost of £120.

RESOLVED that the Council has asked the Clerk to see if she can secure a three-year deal at a lower price.

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22/23-66. To approve the Flood Resilience Day and the visit from the Floodmobile on Saturday 23rd July

RESOLVED that the Council ratify the proposed Flood Resilience Day on Saturday 23rd July.

22/23-67. To consider the report from the working group regarding the Community Engagement portion of the 23/24 Local Highways Improvement Funding bid and decide on the next steps – cost estimate £50

RESOLVED that the survey is approved.

RESOLVED that the expenditure for printing costs is approved up to £100.

22/23-68. To receive an update on the NMU between Hilton and Fenstanton

Cllr Heather Chambers advised that County Cllr Doug Dew will be raising this project at the July CCC Highways Committee meeting.

22/23-69. To discuss and decide upon Fitness on the Green classes occurring on The Green during the summer

RESOLVED that the Council grant permission for the Fitness on the Green classes on the Green during the summer.

22/23-70. To consider the public meeting in Little Gransden Village Hall on Tuesday 5th July at 7:30pm regarding aircraft noise over Huntingdonshire due to the airspace change relating to London Luton airport arrivals and decide upon any action

RESOLVED that Cllr Ett McCarthy or Cllr Peter Balicki will attend this meeting.

22/23-71. To note the bill from HMRC regarding employers' national insurance contribution and consider the payroll arrangements

RESOLVED that the payroll arrangements are transferred to BrightPay and will be reviewed in 12 months.

RESOLVED to dismiss the services of DA Green & Sons Ltd.

RESOLVED that the Council note the bill from HMRC regarding employers' national insurance contribution.

22/23-72. Review the financial reports

RESOLVED that the Council receive the financial reports.

22/23-73. Payments received:

£1573.35 – VAT reclaim

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22/23-74. Approve payments

Minute Ref	Payee	Description	Amount	Method	Legislation
22/23-74.1	JSC Services	Maintenance Contract - May	£525.00	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
22/23-74.2	TP Garden Services	Maintenance Contract - May	£208.34	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
22/23-74.3	Ecotricity	Electricity Supply - May	£15.89	DD	General Power of Competence
22/23-74.4	Payroll	Payroll - May	£1,239.69	S/O	General Power of Competence
22/23-74.5	Opus	Street Lighting Energy - May	£122.90	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
22/23-74.6	Microsoft	Office Package - May	£11.28	BACS	General Power of Competence
22/23-74.7	ICO	Data Protection Fee	£40.00	Equals Card	General Data Protection Regulations 2018 - s134 - Fees

RESOLVED that these payments are approved.

22/23-75. 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 Claire Sarkies noted that there were weeds on the maze and that the maintenance could be improved.

Cllr Jon Capes advised that he had reviewed the equipment in the emergency box and is currently working on collating the equipment.

Cllr Sarah Suckling thanked those people who helped light the beacon on Thursday 2nd June, particularly Sharon Walker and Graham Barradell.

Cllr Heather Chambers thanked the parish councillors who helped with the Jubilee celebrations.

Cllr Rob Dulstone thanked the community groups who ran events during the Jubilee celebrations and the parish councillors who worked on the Beacon Lighting.

Cllr Ett McCarthy thanked everyone who worked on the Jubilee event and commented how successful the events were.

The next full Council meeting will be on Monday 4th July 2022.

There being no further business to transact the meeting was closed at 21:13.

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

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