



PARISH
COUNCIL

I hereby give notice that the Annual Meeting of Hilton Parish Council will be held at 7.30pm on Monday 15th May 2023 in Hilton Village Hall

The Public and Press are cordially invited to be present.

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
10/05/2023

Please note that any individual can record, film or live stream open meetings of public bodies in accordance with The Openness of Local Government Bodies Regulations 2014.

AGENDA

- 23/24-1. To elect a Chair
- 23/24-2. To elect a Vice-Chair
- 23/24-3. To receive the declarations of acceptance of office of Chair and Vice-Chair
- 23/24-4. To receive any apologies for absence.
- 23/24-5. To receive Councillors' declarations regarding disclosable pecuniary and/or other registrable interests along with the nature of those interests in relation to any agenda item
- 23/24-6. To note any dispensation requests made to the Clerk in accordance with the Disclosable Pecuniary Interest Dispensation Procedure, and declare the nature of dispensations granted

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.

- 23/24-7. To approve the minutes of the Parish Council Meeting held on Monday 3rd April, the minutes of the Staffing Committee Meeting held on Wednesday 29th March, the minutes of the Finance Committee Meeting held on Wednesday 26th April and the minutes of the Planning Committee Meeting held on Tuesday 2nd May
- 23/24-8. 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.
- 23/24-9. To review and ratify the decisions made under the scheme of delegation
- 23/24-10. To review the delegation arrangements to committees and officers
 - 23/24-10.1. Scheme of Delegation
 - 23/24-10.2. Emergency Delegation of Urgent and Routine Matters

- 23/24-11. To review the terms of references for the committees, officers and working groups:
 - 23/24-11.1. Planning Committee
 - 23/24-11.2. Staffing Committee
 - 23/24-11.3. Finance Committee
 - 23/24-11.4. Complaints Review Panel
 - 23/24-11.5. Responsible Financial Officer
 - 23/24-11.6. Open Spaces Officer
 - 23/24-11.7. Emergency Officer
 - 23/24-11.8. Hilton Traffic Group
- 23/24-12. Appointment of members to committees, officers and working groups
- 23/24-13. Review and adoption of standing orders
- 23/24-14. Review and adoption of financial regulations
- 23/24-15. Review of representation on or work with external bodies and arrangements for reporting back.
 - 23/24-15.1. Hilton Village Hall Committee
 - 23/24-15.2. A428 Community Forum
 - 23/24-15.3. East-West Rail Local Representatives Group
- 23/24-16. Review of inventory of land and other assets
 - 23/24-16.1 Asset Management Plan
- 23/24-17. Confirmation of arrangements for insurance cover in respect of all insurable risk
 - 23/24-17.1. General Risk Assessment
 - 23/24-17.2. Renewal of insurance policy
- 23/24-18. Review of the Council's subscriptions to other bodies – CAPALC, SLCC & ICO
- 23/24-19. Review of the Council's complaints procedure
- 23/24-20. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.
 - 23/24-20.1. Publication Scheme
 - 23/24-20.2. Freedom of Information Policy
 - 23/24-20.3. Information and Data Protection Policy
 - 23/24-20.4. Records Management Policy
- 23/24-21. Review of the Council's policy for dealing with the press/media.
 - 23/24-21.1. Media Policy
- 23/24-22. Review of the Council's employment policies and procedures
 - 23/24-22.1. Disciplinary and Grievance Policy
 - 23/24-22.2. Equal Opportunities Policy
 - 23/24-22.3. Health and Safety Policy
 - 23/24-22.4. Lone Working Policy
 - 23/24-22.5. Recruitment Policy
 - 23/24-22.6. Training and Development Policy
 - 23/24-22.7. Sickness Absence Policy
 - 23/24-22.8. Expenses Policy
 - 23/24-22.9. Dignity at Work Policy

- 23/24-23. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 and review of the Section 137 Expenditure Policy
- 23/24-24. Review of the other policies
 - 23/24-24.1. Dispensation Procedure
 - 23/24-24.2. Children and Adults at Risk Safeguarding Policy
 - 23/24-24.3. Green Spaces Management Policy
 - 23/24-24.4. Reserves Policy
 - 23/24-24.5. Grant Making Policy
 - 23/24-24.6. Correspondence Policy
 - 23/24-24.7. Tree Assessment Policy
- 23/24-25. Review the Council's Code of Conduct
- 23/24-26. Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council
- 23/24-27. Review the Action Plan 2022/23
- 23/24-28. Agree the Action Plan 2023/24
- 23/24-29. Review of the effectiveness of the Council's system of internal control
- 23/24-30. Note that the bank reconciliations have been verified by a member other than the Chair
- 23/24-31. Review the Council's banking arrangements
- 23/24-32. Agree the direct debits and standing orders
- 23/24-33. Agree that payments may be made by BACS via online banking
- 23/24-34. Approve the Councillor Induction Protocol
- 23/24-35. Agree to renew the data protection fee with the Information Commissioners Office and set up a direct debit – cost £35 (or £40 for an annual payment)
- 23/24-36. Green Open Spaces
 - 23/24-36.1. Receive the verbal report
 - 23/24-36.2. Note the letter from the Open Spaces Officer regarding the Nurse Trees Management
 - 23/24-36.3. Consider the quote for the removal of the dredged material and set a limit for expenditure
 - 23/24-36.4. Consider the position of the remaining Wicksteed Barton bench
 - 23/24-36.5. Approve the additional bill for the preparation of the Croquet Lawn – cost £79.17
 - 23/24-36.6. Consider the damage to the verge along the High Street
- 23/24-37. Appoint a representative for the Town Trust
- 23/24-38. Consider whether to respond to the Huntingdonshire District Council's Issues Engagement Paper consultation
- 23/24-39. Consider the quotes for the bus shelter roof
- 23/24-40. Approve the quote for the Pavilion refurbishment and agree funding streams
- 23/24-41. Annual Governance and Accountability Review
 - 23/24-41.1. Agree the recommended earmarked reserves
 - 23/24-41.2. Receive the Internal Audit Report
 - 23/24-41.3. Approve the Annual Governance Statement
 - 23/24-41.4. Approve the Accounting Statement
 - 23/24-41.5. Note the dates for the Period of Electors' Rights
- 23/24-42. Review the financial reports

23/24-43. Payments received:

£17,303 Precept half payment received from Huntingdonshire District Council

23/24-44. Approve payments

Minute Ref	Payee	Description	Amount	Method	Legislation
23/24-44.1	JSC Services	Maintenance Contract - Apr	£525.00	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
23/24-44.2	TP Garden Services	Maintenance Contract - Apr	£245.83	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
23/24-44.3	Ecotricity	Electricity Supply - Apr	£37.88	DD	General Power of Competence
23/24-44.4	Payroll	Payroll - May	£1,043.31	S/O	General Power of Competence
23/24-44.5	Opus	Street Lighting Energy - Apr	£187.92	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
23/24-44.6	Microsoft	Office Package - Apr	£11.28	BACS	General Power of Competence
23/24-44.7	K&M Lighting Services	Lighting Maintenance Apr-Jun 2023	£175.55	BACS	Parish Councils Act 1957 – s3 – Power to light roads and public places
23/24-44.8	CAPALC	Affiliation Fee	£408.28	BACS	Local Government Act 1972 s143 – subscriptions
23/24-44.9	Hilton Village Hall	Hall hire - Apr 23 to Mar 24	£364.00	BACS	General Power of Competence
23/24-44.10	JSC Services	Preparation of the croquet lawn	£79.17	BACS	Open Spaces Act 1906 s10 - Power to maintain open spaces
23/24-44.11	Conway Tree Specialists	2022/23 Tree Work	£810.00	BACS	Open Spaces Act 1906 s10 - Power to maintain open spaces

23/24-45. 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.