



Minutes of the Annual Meeting of Hilton Parish Council on Monday 15th May 2023 at 19:30 in Hilton Village Hall

Present: Cllr P. Balicki (Chairman), Cllr J. Capes, Cllr H. Chambers, Cllr R. Norton, Cllr N. Sage, Cllr C. Sarkies, Cllr S. Suckling

In attendance: The Clerk (N. Webster) and District Cllr C. Tevlin

Meeting commenced 19:30

23/24-1. To elect a Chair

It was **RESOLVED** that Cllr P. Balicki is elected as Chairman.

23/24-2. To elect a Vice-Chair

It was **RESOLVED** that Cllr E. McCarthy is elected as Vice-Chairman.

23/24-3. To receive the declarations of acceptance of office of Chair and Vice-Chair

Cllr P. Balicki signed his declaration of acceptance of office of Chairman.

It was **RESOLVED** that Cllr E. McCarthy can complete his declaration of acceptance of office at a later date.

23/24-4. To receive any apologies for absence.

Apologies were received from Cllr E. McCarthy (work), Cllr R. Dulstone (prior engagement) and County Cllr D. Dew.

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

No declarations of interest were received.

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

No dispensation requests were received.

Meeting closed at 19:34 to allow comments and observations from members of the public and to receive reports from the County and District Councillors

District Cllr C. Tevlin reported that the consultation launch for the local plan and call for sites and consultation portal is live. The issues paper is live until 10th July. There are public meetings on 24th May and 5th June to which PC are invited. She also advised that financial support still available under ESBSS scheme until 31st May.



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County Cllr D. Dew provided the following written report:

Thank you to everyone who has highlighted issues, and please keep logging the faults in the County's reporting system as this really helps officers to organise their work Budget and focus on two key issues

Like three quarters of all councils in the country this year, Cambridgeshire County Council had to increase its portion of the council tax by 4.99%, the maximum permitted. We have a number of challenges not least the well known problem that the Government for a number of years now has failed to introduce a fair funding formula. Without this, we receive a much worse deal than many other councils. Where we have had to make savings, we have done so carefully, and certainly not imposed the kind of savage cuts that some opposition councillors have mistakenly claimed.

Focus on social care

The County is responsible for children's and adult social care and public health commissioning and about 80% of our revenue budget goes on social care. Much of this expenditure is tied up in long-term care contracts and individual care packages can be highly complex.

Post-Covid the population is generally older and less well, and the workforce is relatively smaller and under more pressure. The health of the workforce too is less good. The impact of Brexit (many EU citizens left the UK) and the pandemic have hit hard. Our focus is on supporting the workforce (eg introducing the real living wage, creating apprenticeships, improving career progression); a range of initiatives centred on prevention of ill-health and community level support for people to live independently in their own homes; and greater levels of support at 'independent living' schemes.

Under government health and care reforms, as of July 2022 CCC is a member of the Integrated Care System, the new framework for the local NHS which includes local authority social care in its decision-making for collective forward planning. Ours is the Cambs and Peterborough ICS.

Like all local authorities we have been required to adhere to and prepare for government-mandated reforms and this has tied up significant resource. Many reforms have been put off until after the next General Election. From April 2023 local authorities will fall under a new CQC framework. We have worked hard to establish good collaboration with its district and Peterborough partners, and the local NHS. All come together in the Health and Wellbeing Board and Integrated Care Partnership. District councils are recognized as holding important levers for positive change at community level, for example housing. We are doing a lot locally but ultimately we believe that significantly increased government funding support and certain reforms of the sector are needed to enable us to achieve our aims of keeping people well and in their own homes.

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Focus on safety valve news

There has been some more positive news that pressure on school places for children with additional needs will be eased after the County Council secured significant additional funding from the government to deal with it. We were facing potentially widespread cuts in support for children with SEND due to a £58m budget gap. The extra money came through a process known as a 'safety valve' and is worth £49m to the Council.

Under the agreement with the Department for Education, the authority will use the funds to balance its budget for children with additional needs by 2026/7. The government has also allocated a further £11.3m for capital funding to Cambridgeshire to support new SEND provision on mainstream school sites. The funding will help tackle a gap in the budget for SEND provision which is expected to hit around £58m by the end of this month – caused by demand for services far outstripping government funding to Cambridgeshire for SEND services over the past six years. For example requests for Education, Health and Care Plans in Cambridgeshire – the document which describes a young person's special needs and the support they will need to meet their educational goals – have more than doubled from 3,429 in 2016 to more than 7,000 currently.

Cambridgeshire has historically received less funding per child for education than elsewhere. This is on top of having a rapidly growing population of children with special educational needs and disabilities who are presenting with greater complexities, some of which relates additional social, emotional and mental health arising from the Covid pandemic. To meet these challenges, the Council will use the new funding to create 463 new special school places. There will also be extra support for 105 pupils at mainstream schools by September 2026 through a programme of expanding current sites and building new schools. The council has also applied to the free school programme for two new special schools in Gamlingay and Fenland.

What's happening in the next few months....

- Announcement by the Government of the East West Rail route
- Publication of the detailed findings from the consultation on the Sustainable Travel Zone
- Outcome of Local Highways Improvement applications

Meeting opened 19:39

[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](#)

It was **RESOLVED** that the minutes of the Parish Council Meeting held on Monday 3rd April are approved as a true record.

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It was **RESOLVED** that the minutes of the Planning Committee Meeting held on Tuesday 2nd May are approved as a true record.

It was **RESOLVED** that the minutes of the Staffing Committee Meeting held on Wednesday 29th March are approved as a true record.

It was **RESOLVED** that the minutes of the Finance Committee Meeting held on Wednesday 26th April are approved as a true record.

[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.](#)

Induction

CLlr Richard Norton's induction has been conducted.

Health Inequalities

The Clerk has been organising cookery and cricket courses which will hopefully be published shortly.

The proposal is to run Cricket East's All Stars (5-8yrs) and Dynamo's (8-11yrs) for 8 weeks in June and July. This is dependent on coach availability.

Advice has been received about cricket nets and roll on cricket nets (cost approx. £1000) are not the best solution for Hilton as there is nowhere to store them between uses or over winter and they would deteriorate or become damaged. The recommendation is for Feed Buddy pop up nets which could be stored inside the pavilion. These are £250 each and the recommendation is to purchase two, which will allow additional budget for other parts of the grant. This has been cleared by the Grant Officer.

A cookery workshop is being planned for June. It will focus on plant-based cookery on a budget and will suit both families and individuals. Depending on the uptake and success, a series of workshops is possible.

Drainage Pipe

The drainage pipe for Manor Farm has been replaced.

20mph

The application for the 20mph limit has been submitted.

Ford

There have been several incidents of cyclists falling in the ford, despite the signs, some of whom have been seriously hurt. The County Council Officer has agreed to schedule another power wash of the surface.

Maintenance Contractor

The Clerk and the Open Spaces Officer met with the Maintenance Contractor and have discussed the improvement to the ditch works.

[23/24-9. To review and ratify the decisions made under the scheme of delegation](#)

Permission was granted for the Village Hall Management Committee to erect a marquee on the Green for the Coronation weekend. CLlr Peter Balicki and the Chairman of the Common Rights Holders were consulted.

It was **RESOLVED** that these decisions are ratified.

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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

It was **RESOLVED** that these are approved.

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

It was **RESOLVED** that these terms of reference are approved.

23/24-12. Appointment of members to committees, officers and working groups

It was **RESOLVED** that the changes to the appointment of members to committees, officers and working groups as detailed below.

Finance Committee:

Cllr Peter Balicki, Cllr Jon Capes, Cllr Rob Dulstone, Cllr Ett McCarthy, Cllr Richard Norton

Planning Committee:

Cllr Peter Balicki, Cllr Jon Capes, Cllr Rob Dulstone, Cllr Ett McCarthy, Cllr Sarah Suckling,

Green Spaces Management Working Group:

Cllr Peter Balicki, Cllr Nina Sage, Cllr Sarah Suckling, Cllr Richard Norton, Ian Stott, Willie Wilson, Kieron Dunk

Easements Working Group:

Cllr Peter Balicki, Ian Stott, Julian Thomas

Policy Advisory Group:

Cllr Peter Balicki, Cllr Heather Chambers, Cllr Ett McCarthy, Cllr Sarah Suckling, Cllr Richard Norton

Media Working Group:

Cllr Peter Balicki, Cllr Heather Chambers, Cllr Nina Sage

Pavilion Working Group:

Cllr Peter Balicki, Cllr Rob Dulstone, Cllr Ett McCarthy, Allan Salem, Sharon Walker, Kieron Dunk

Staffing Committee:

Cllr Peter Balicki, Cllr Ett McCarthy, Cllr Nina Sage, Cllr Claire Sarkies, Cllr Richard Norton

Complaints Review Panel Committee:

Cllr Peter Balicki, Cllr Jon Capes, Cllr Heather Chambers, Cllr Claire Sarkies,

Fireworks Working Group:

Cllr Jon Capes, Cllr Nina Sage, Cllr Claire Sarkies

Confidential Solicitor's Matter Working Group:

Cllr Peter Balicki, Cllr Heather Chambers, Cllr Ett McCarthy

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Churchyard Working Group:

Cllr Peter Balicki, Cllr Ett McCarthy, Cllr Claire Sarkies, Cllr Sarah Suckling

LHI Bid Working Group

Cllr Peter Balicki, Cllr Jon Capes, Cllr Heather Chambers, Cllr Rob Dulstone

Tree Warden

Ian Stott assisted by Cllr Claire Sarkies and John Carter

Emergency Officer

Cllr Jon Capes, Deputy – Andy Bush

Open Spaces Officer

Ian Stott

Neighbourhood Watch

To be confirmed

Town Trust

Mrs Rachel Lawton and Mr Malcolm Lynn

[23/24-13. Review and adoption of standing orders](#)

It was **RESOLVED** that these standing orders are approved.

[23/24-14. Review and adoption of financial regulations](#)

It was **RESOLVED** that the financial regulations are approved.

[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](#)

It was **RESOLVED** that Cllr H. Chambers is appointed as the representative to the Hilton Village Hall Management Committee.

[23/24-15.2. A428 Community Forum](#)

It was **RESOLVED** that Cllr P. Balicki is appointed as the representative to the A428 Community Forum.

[23/24-15.3. East-West Rail Local Representatives Group](#)

It was **RESOLVED** that Cllr P. Balicki is appointed as the representative to the East-West Rail Local Representatives Group

[23/24-16. Review of inventory of land and other assets](#)

[23/24-16.1 Asset Management Plan](#)

It was **RESOLVED** that the Asset Register and the Asset Management Plan are approved.

[23/24-17. Confirmation of arrangements for insurance cover in respect of all insurable risk](#)

[23/24-17.1. General Risk Assessment](#)

It was **RESOLVED** that the General Risk Assessment is approved.

[23/24-17.2. Renewal of insurance policy](#)

It was **RESOLVED** that appoint BHIB as the Council insurance provider with a three-year long-term agreement at a cost of £889.77.

[23/24-18. Review of the Council's subscriptions to other bodies – CAPALC, SLCC & ICO](#)

It was **RESOLVED** to continue with these subscriptions.

[23/24-19. Review of the Council's complaints procedure](#)

It was **RESOLVED** that the Complaints procedure is approved.

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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

It was **RESOLVED** that these policies are approved.

23/24-21. Review of the Council's policy for dealing with the press/media.

23/24-21.1. Media Policy

It was **RESOLVED** that the Media Policy is approved.

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

It was **RESOLVED** that these policies are approved.

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

It was **RESOLVED** that the fact that there was no expenditure under s.137 and the policy is approved.

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

It was **RESOLVED** that these policies are approved with the amendment to the wording of the Reserves Policy.

23/24-25. Review the Council's Code of Conduct

It was **RESOLVED** that the Code of Conduct is approved.

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

Monday 5th June 7:30pm

Monday 3rd July 7:30pm

Monday 4th September 7:30pm

Monday 2nd October 7:30pm

Monday 6th November 7:30pm

Monday 4th December 7:30pm

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Monday 5th February 7:30pm

Monday 4th March 7:30pm

Monday 8th April 7:30pm (This is likely to be in the Methodist Church)

Monday 13th May 7:30pm (This is likely to be in the Methodist Church)

It was **RESOLVED** that these dates are approved.

[23/24-27. Review the Action Plan 2022/23](#)

It was **RESOLVED** that the Action Plan was reviewed and approved.

[23/24-28. Agree the Action Plan 2023/24](#)

It was **RESOLVED** that the Action Plan is approved and will be reviewed in 6 months.

[23/24-29. Review of the effectiveness of the Council's system of internal control](#)

It was **RESOLVED** that the Council's system of internal control is reviewed.

[23/24-30. Note that the bank reconciliations have been verified by a member other than the Chair](#)

It was **NOTED** that the bank reconciliation was verified by Cllr J. Capes.

[23/24-31. Review the Council's banking arrangements](#)

It was **RESOLVED** that that the Council's banking arrangements were approved.

[23/24-32. Agree the direct debits and standing orders](#)

It was **RESOLVED** that the direct debits and standing orders were approved.

[23/24-33. Agree that payments may be made by BACS via online banking](#)

It was **RESOLVED** that payments may be made by BACS via online banking or Equals card instead of cheques where possible.

[23/24-34. Approve the Councillor Induction Protocol](#)

It was **RESOLVED** that that the Councillor Induction Protocol is approved.

[23/24-35. Agree to renew the data protection fee with the Information Commissioners Office and set up a direct debit – cost £35 \(or £40 for an annual payment\)](#)

It was **RESOLVED** that the Data Protection Fee will be approved and paid for by direct debit.

[23/24-36. Green Open Spaces](#)

[23/24-36.1. Receive the verbal report](#)

The Open Spaces Officer reported that as there had been as much rain as we usually get in the whole of May the trees planted should survive.

[23/24-36.2. Note the letter from the Open Spaces Officer regarding the Nurse Trees Management](#)

It was **RESOLVED** that this letter is **NOTED** and that the Council thanks the Open Spaces Officer for his work.

It was **RESOLVED** that the Council would like the Green Open Spaces Working Group to meet and discuss the Nurse Trees.

[23/24-36.3. Consider the quote for the removal of the dredged material and set a limit for expenditure](#)

It was **RESOLVED** that the quote is approved, and the limit is set as £3,500+VAT.

[23/24-36.4. Consider the position of the remaining Wicksteed Barton bench](#)

It was **RESOLVED** that the Wicksteed Barton bench will be placed to the right of the pavilion.

[23/24-36.5. Approve the additional bill for the preparation of the Croquet Lawn – cost £79.17](#)

It was **RESOLVED** that this additional bill is approved for payment.

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It was **RESOLVED** that no additional payments will be made for the Croquet Lawn without the prior approval of the Council.

It was **RESOLVED** that the Open Spaces Officer liaises with the Maintenance Contractor to establish the ongoing costs for this preparation work.

It was **RESOLVED** that the Games Group are asked to consider whether a volunteer could be found to cut the Croquet Lawn.

[23/24-36.6. Consider the damage to the verge along the High Street](#)

It was **RESOLVED** that this item is deferred to the Green Open Spaces Working Group.

[23/24-37. Appoint a representative for the Town Trust](#)

It was **RESOLVED** that Rachel Lawton is appointed to continue as the Parish Council's representative on the Town Trust for a further four years.

[23/24-38. Consider whether to respond to the Huntingdonshire District Council's Issues Engagement Paper consultation](#)

It was **RESOLVED** that the response is delegated to the Clerk in consultation with Cllr P. Balicki and Cllr S. Suckling.

[23/24-39. Consider the quotes for the bus shelter roof](#)

Cllrs discussed the quotes received.

[23/24-40. Approve the quote for the Pavilion refurbishment and agree funding streams](#)

21:27 Cllr N. Sage left the meeting

21:30 Cllr N. Sage rejoined the meeting

21:40 Cllr N. Sage left the meeting

It was **RESOLVED** that the Clerk will apply for the FCC grant using the Spec 1 quote.

[23/24-41. Annual Governance and Accountability Review](#)

[23/24-41.1. Agree the recommended earmarked reserves](#)

It was **RESOLVED** that the earmarked reserves are approved.

[23/24-41.2. Receive the Internal Audit Report](#)

21:52 Cllr S. Suckling left the meeting

21:54 Cllr S. Suckling rejoined the meeting

It was **RESOLVED** that the Council received the Internal Audit report and decided to take no further action with regards to the gov.uk domain.

[23/24-41.3. Approve the Annual Governance Statement](#)

It was **RESOLVED** that the Annual Governance Statement is approved.

[23/24-41.4. Approve the Accounting Statement](#)

It was **RESOLVED** that the Accounting Statement is approved.

[23/24-41.5. Note the dates for the Period of Electors' Rights](#)

It was **NOTED** that the dates for the Period of Electors' Rights is set as Monday 5th June to Friday 14th July.

[23/24-42. Review the financial reports](#)

It was **RESOLVED** that the financial reports were received.

[23/24-43. Payments received:](#)

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

It was **RESOLVED** that these payments were **NOTED**.

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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

It was **RESOLVED** that these payments are approved.

[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.](#)

Cllr C. Sarkies thanked the Clerk for organising the litter pick.

Cllr H. Chambers thanked Cllr C. Sarkies for leading the litter pick and thanked the Village Hall Committee for co-ordinating the coronation events.

Cllr P. Balicki thanked everyone in the village who organised events for the coronation.

The next full Council meeting will be on Monday 5th June 2023.

There being no further business to transact the meeting was closed at 21:38.

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

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