



Minutes of the Meeting of Hilton Parish Council on Monday 4th September 2023 at 19:30 in Hilton Village Hall

Present: Cllr J. Capes, Cllr R. Dulstone, Cllr E. McCarthy (Vice-Chairman in the Chair), Cllr C. Sarkies, Cllr M. Stott, Cllr S. Suckling

In attendance: The Clerk (N. Webster), Craig Larter (County Broadband) and 6 parishioners

Meeting commenced 19:30

23/24-85. To receive any apologies for absence.

Apologies were received from Cllr P. Balicki and Cllr R. Norton

23/24-86. 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

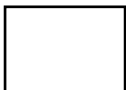
No declarations of interest were received

23/24-87. 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

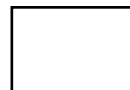
Meeting closed at 19:31 to allow comments and observations from members of the public and to receive reports from the County and District Councillors

MoP1 advised that he was glad to see items 23/24-98 & 23/24-99 regarding the HGV items. He advised that HAT is still monitoring the road and writing to companies. They have received responses from 970 companies. Their letter asks companies why the HGVs are still coming through the villages and the recurring issues are lack of signage and sat navs. HAT is working with sat nav companies and drivers are now updating their sat navs. Signage is still a big issue, and he is glad that it is on the agenda. HAT would like to be part of the discussion regarding the type and location of signs. He stated that a long term plan is a good idea and advised that HAT want to be part of the discussion regarding the longer term strategy. He stated that the local policing sergeant has been a star, though he is understaffed, and he is enforcing when he can. He has sent a notice of intended prosecution based on HAT video evidence, for persistent offenders.



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County Councillor Doug Dew submitted a written report which was read by the Clerk. Cllr Dew is aware of growing complaints about weeds in various parts of the district and across the county. The County Council's current Highways Operational Standards state that the Council will apply weed killer using a targeted approach at agreed locations identified on the basis of risk, rather than cyclically as before. This policy affects about 30% of the highway network in Cambridgeshire, as only kerbed urban areas were previously cyclically treated for weeds. The County Council's policy remains to remove hazardous weeds, or weeds causing safety issues or nuisance. Where the use of chemical weed killer is part of wider maintenance activity it is still carried out – for example weeds should be cleared before slurry sealing footways or surface treating carriageways. A mid-season review of the policy has already been programmed in, and Cllr Dew will be reporting back residents' concerns.

Meeting opened 19:36

[23/24-88. To receive an update regarding the County Broadband project to install ultrafast broadband](#)

19:37 Meeting closed

Report from Craig Larter, County Broadband.

There have been delays on the initial timeframe as the original contractor could not complete the works, so they have appointed a new contractor. Works should start on 2nd October and expected completion is February. There will then be a 12 week period of survey and connecting the preorder customers. After this new customers will be connected.

County Broadband has reminded their contractor to replace the turf that was lifted rather than reseeding on the Green.

Parishioner concerns were raised about the quality of their customer service and asked whether parishioners can cancel their preorders. Craig will check with the accounts team but advised that the number of cancellations would need to be extremely high to put the build at risk.

The Chairman thanked Craig Larter for attending.

Meeting reopened 19:43

[23/24-89. To approve the minutes of the Parish Council Meeting held on Monday 3rd July and the Planning Committee meetings held on Monday 3rd July and Monday 21st August](#)

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

It was **RESOLVED** that the minutes of the Planning Committee Meeting held on Monday 3rd July are approved as a true record.

It was **RESOLVED** that the minutes of the Planning Committee Meeting held on Monday 21st August are approved as a true record.



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23/24-90. 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 Matt Stott has received his induction and the bank account is in the process of being updated.

Manor Farm Easement

The first draft of the easement deed has been prepared by the developer's solicitors and is currently being reviewed by the Council's solicitors.

Cookery Courses

After the success of the cookery workshop in June, two further workshops have been planned for Saturday 16th September and Saturday 21st October.

Street Lighting

PC19 (Maze) and PC16 (Scotts) have been reported to the Maintenance Contractor.

Maintenance Person

Graham Barradell has agreed to act as Maintenance Person on a temporary basis and the Clerk is in the process of adding him to the payroll. He has been working to remove the weeds from the path to Tithe Close.

Cricket

The 8-week cricket program has now ended, and the feedback has been overwhelmingly positive. There has been some interest in reviving the Cricket Club and the representative from Cricket East is providing advice and support.

Flood Group Conference

Cllr Richard Norton and Cllr Jon Capes have volunteered to attend this conference.

Community Ownership Fund

A response has been received to the expression of interest to invite the Council to apply to this fund. However, the fund is currently not receiving applications, though they expect to announce the dates of the next bidding window shortly and the Clerk will be informed.

Ecotricity

After Feast Week the Clerk submitted the meter reading to Ecotricity and the account is now £330.05 in credit. The Clerk has requested a refund.

23/24-91. To review and ratify the decisions made under the scheme of delegation

A Lettings Policy has been drafted for the cricket pavilion as it was a requirement for the FCC Communities Grant application. Cllr Peter Balicki was consulted.

TP Garden Services was instructed to mow the playground prior to the inspection at a cost of £50. Cllr Peter Balicki was informed.

The invoices for CAPALC (£64.95), TP Garden (£50) and K&M Lighting Maintenance (£175.55) were paid as they fell due prior to the next Council meeting. Cllr Peter Balicki was consulted.

A letter of thanks was sent on behalf of the Council to Mr D. Sharp who had altered and welded the bench fixings to suit the Wicksteed Barton bench fitted by Cllr Capes. Cllr Peter Balicki was consulted.

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

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[23/24-92. To receive the green open spaces report](#)

The material from the dredging has now been removed from the wilderness. The total was 15 loads of muckaway. The Open Spaces Officer has suggested asking a local farmer to harrow the area to level it. There has also been a discussion about reseeding the area, but it would be very difficult to match the variety of species currently present on the wilderness. The Open Spaces Officer has conducted a tree walk with one of the tree surgeons and is arranging to do the same with the other two, and the report will follow.

Concerns have been raised about the large oak by the village hall in terms of its structural integrity and also regarding the number of woodpecker holes. The Tree Warden advised that the Council may need advice from an expert for which there may be a cost. He is going to discuss this with the other tree surgeons.

Concerns have also been raised about the elms in the Grove and Sparrow Way as their fungal infection is increasing. This could also be looked at by an expert.

An enquiry has been received about a potential memorial tree and the Clerk has offered a meeting with the Tree Warden to discuss further.

It was **RESOLVED** that this report was received.

It was **RESOLVED** that the Clerk enquires regarding the ownership of the elms in Sparrow Way.

[23/24-93. To discuss and decide upon the proposed repairs to Hilton Maze – cost £3,290 +VAT](#)

It was **RESOLVED** that this item is deferred to a future meeting when two other quotes are available and that the Finance Committee is requested to review the budget allocation for this project.

[23/24-94. To discuss and decide upon the proposed works to clear the scrub from the Green and Wilderness – cost £500](#)

20:05 Meeting closed – MoP2 advised that the blue areas should have been done two months ago and need doing now.

20:06 Meeting reopened

It was **RESOLVED** that accept the quotation for this work at a cost of £500 and ask the Clerk to obtain quotes for the red areas to be addressed by an agricultural contractor.

[23/24-95. To note the parishioner's comments regarding the footpaths and decide upon any actions](#)

20:09 meeting closed - MoP2 advised that Tith Lane was cut by the Maintenance Contractor, even though it is not in his contract. MoP3 raised a concern that there is straw and debris across the drainage grates. MoP4 advised that he has been working with Anglian Water regarding the foul water drainage in Chequers Croft.

20:14 meeting reopened

It was **RESOLVED** that Cllr E. McCarthy will ask the volunteers group to convene to work on these matters.

[23/24-96. To receive the External Auditor's Report and decide upon any actions](#)

It was **RESOLVED** that this report was received.

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23/24-97. To receive the playground inspection report and decide upon any actions
It was **RESOLVED** that the Clerk obtains a quote for a secondary safety device for the basket swing and that Cllr Sarah Suckling will carry out the monthly inspections.

23/24-98. To discuss and decide upon the motion that the Parish Council will consult with “Hilton Action on Traffic” when LHI HGV signage is being finalised in order to ensure optimum placement and wording of HGV sign at Papworth Bypass

It was **RESOLVED** that this motion is amended that the LHI working group will consult instead of the Parish Council will consult.

It was **RESOLVED** that this motion is carried as amended.

23/24-99. To discuss and decide upon the motion that the Parish Council will develop a long term strategy for road safety improvements to model the ideal solution for the village, in consultation with the Highways officer, Hilton Action on Traffic group, Speedwatch group, the Police and other interested or knowledgeable parties

20:37 Meeting closed MoP1 mentioned the existing traffic group, which was disbanded at the last annual meeting. He advised that he supported Cllr Dulstone’s intention in pulling stakeholders together.

20:38 Meeting reopened

It was **RESOLVED** that this motion is amended to ask the LHI working group to produce a long term strategy for highways improvements and present to a future council meeting.

It was **RESOLVED** that this motion is passed as amended.

23/24-100. To discuss the concerns that have been raised regarding the location of the Swavesey Village College bus collection on Potton Road and decide upon any actions

It was **RESOLVED** that the Clerk is requested to write to SVC, CCC School Transport Department and the bus company to request that the Potton Road is reinstated in addition to the Scotts Crescent stop to prevent the students having to cross the Potton Road.

23/24-101. To discuss and decide upon any actions regarding the Community Gritting Scheme

It was **RESOLVED** that the Clerk will advertise this scheme on the media channels.

23/24-102. To discuss and decide whether to apply to the Cambridgeshire Priorities Capital Fund

It was **RESOLVED** that the Clerk is requested to complete the expression of interest form.

23/24-103. To discuss and decide whether to send a representative to the CAPALC Conference – cost £75

It was **RESOLVED** that the Clerk is requested to attend this conference at a cost of £75.

23/24-104. To discuss and decide upon a response to the HDC Council Tax Support Scheme consultation

It was **RESOLVED** that the Council will not respond to this consultation.

23/24-105. To discuss and decide whether to send a representative to the Huntingdonshire Climate Conversation

It was **RESOLVED** that Cllr Rob Dulstone attends this conversation on behalf of the Council.

23/24-106. To discuss and decide whether to express interest in participating in the HDC Electric Vehicle Charging Strategy Pilot Scheme

21:15 meeting closed MoP4 asked whether the Prince of Wales Public House could be invited to apply. The Clerk advised that this scheme invited Parish / Town Councils to apply.



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21:16 meeting reopened

It was **RESOLVED** that Cllr Rob Dulstone will consult with Cllr Clare Tevlin to establish that there is no cost to the council and that the area of Village Hall car park and/or on-street in Church Lane is suitable and if these conditions are met then the Clerk is instructed to submit an expression of interest.

[23/24-107. To discuss and decide upon the annual donation to the Royal British Legion – previously £60](#)

It was **RESOLVED** that the donation is agreed for £60.

[23/24-108. Review the financial reports](#)

It was **RESOLVED** that these reports were received.

[23/24-109. Payments received: Feast Week Utilities - £319.90](#)

It was **RESOLVED** that this payment was **NOTED**.

[23/24-110. Approve payments](#)

Minute Ref	Payee	Description	Amount	Method	Legislation
23/24-110.1	JSC Services	Maintenance Contract - Jul	£525.00	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
23/24-110.2	JSC Services	Maintenance Contract - Aug	£525.00	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
23/24-110.3	TP Garden Services	Maintenance Contract - Jul	£245.83	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
23/24-110.4	TP Garden Services	Maintenance Contract - Aug	£245.83	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
23/24-110.5	Ecotricity	Electricity Supply - Jul	£61.22	DD	General Power of Competence
23/24-110.6	Payroll	Payroll - Aug	£1,043.31	S/O	General Power of Competence
23/24-110.7	Payroll	Payroll - Sep	£1,043.31	S/O	General Power of Competence
23/24-110.8	Opus	Street Lighting Energy - Jul	£135.92	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
23/24-110.9	Opus	Street Lighting Energy - Aug	£130.96	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
23/24-110.10	Microsoft	Office Package - Jul	£11.28	BACS	General Power of Competence
23/24-110.11	Microsoft	Office Package - Aug	£11.28	BACS	General Power of Competence
23/24-110.12	Fenstanton Parish Council	The Journal donation	£1,000.00	BACS	General Power of Competence

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23/24-110.13	K&M Lighting Services Ltd	Street Lighting Maintenance	£175.55	BACS	Parish Councils Act 1957 – s3 – Power to light roads and public places
23/24-110.14	Mick George Ltd	Dredged material muckaway	£3,000.00	BACS	General Power of Competence
23/24-110.15	Mick George Ltd	Dredged material muckaway	£1,200.00	BACS	General Power of Competence
23/24-110.16	Mick George Ltd	Dredged material muckaway	£600.00	Equals	General Power of Competence
23/24-110.17	CAPALC	Internal Audit	£64.95	BACS	Local Audit and Accountability Act 2014 s4 - requirements for audit
23/24-110.18	TP Garden Services	Playground mowing	£50.00	BACS	Open Spaces Act 1906 s10 - Power to maintain open spaces
23/24-110.19	Post Office	Postage	£1.60	Equals	General Power of Competence
23/24-110.20	Dynamic Fireworks	Fireworks	£1,779.20	Equals	General Power of Competence
23/24-110.21	Argos	Pool table	£281.95	Equals	General Power of Competence
23/24-110.22	Hilton Methodist Church	Venue Hire - Jul 22- Jul 23	£45.00	BACS	General Power of Competence
23/24-110.23	Wicksteed	Playground inspection	£158.40	BACS	General Power of Competence
23/24-110.24	PKF Littlejohn LLP	External audit fee	£378.00	BACS	Local Audit and Accountability Act 2014 s4 - requirements for audit
23/24-110.25	Hilton Village Hall	Hall booking for cookery courses	£40.00	BACS	General Power of Competence

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

[23/24-111. To discuss and decide upon renewing the membership with the Society of Local Council Clerks – cost £177](#)

It was **RESOLVED** that membership will be renewed at a cost of £177.

[23/24-112. 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 M. Stott asked if there was a list of working groups and committees.

Cllr C. Sarkies advised that the ditches are very overgrown.

Cllr S. Suckling suggested that the Council needs to consider what it will do about clearing the exit grids to the ponds if there is no permanent Maintenance Person.

Cllr R. Dulstone advised that there will be no further sessions of games on the green this year and that the time slot may be changed to be more convenient.

Cllr E. McCarthy thanked Heather Chambers for her service to the Council in her three years as a councillor.

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It was **RESOLVED** that in terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to legal matters and it was **RESOLVED** that that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

[23/24-113. To receive an update regarding the confidential solicitor's matter and decide upon any actions](#)

It was **RESOLVED** that the Council instructs the Clerk to respond to the solicitors with the pictures and confirmation that the requirements can be met

It was **RESOLVED** that the Clerk is requested to obtain quotes for the removal of the shed and for the cost of a solicitor to draft the deeds.

The next full Council meeting will be on Monday 2nd October 2023.

There being no further business to transact the meeting was closed at 21:49.

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

DRAFT

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