



# Minutes of the Meeting of Hilton Parish Council on Monday 8<sup>th</sup> April 2024 at 19:30 in Hilton Methodist Church

Present: Cllr P. Balicki (Chairman), Cllr J. Capes, Cllr R. Dulstone, Cllr R. Norton, Cllr C. Sarkies, Cllr M. Stott, Cllr S. Suckling

In attendance: The Clerk (N. Webster)

Meeting commenced 19:30

23/24-236. To receive any apologies for absence.

Apologies were received from Cllr E. McCarthy and District Cllr Clare Tevlin

23/24-237. 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

A declaration of non-pecuniary interest was received from Cllr S. Suckling regarding item 23/24-252 Telegraph Pole as she is a part-owner of one of the affected properties.

A declaration of non-pecuniary interest was received from Cllr R. Norton regarding item 23/24-252 Telegraph Pole as he is a part-owner of one of the affected properties.

No further declarations of interest were received.

23/24-238. 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.

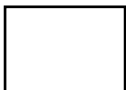
Meeting closed at 19:31 to allow comments and observations from members of the public and to receive reports from the County and District Councillors

There were no reports.

19:31 Meeting opened.

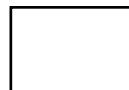
23/24-239. To approve the minutes of the Parish Council Meeting held on Monday 4<sup>th</sup> March

It was **RESOLVED** that the minutes of the Parish Council Meeting held on Monday 4<sup>th</sup> March are approved as a true record.



Initials

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23/24-240. 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.

Cookery

The next cookery course is planned for Saturday 20<sup>th</sup> April.

Martyn's Law Consultation Response

This was submitted.

Manor Farm Easement

The final deed was executed by two councillors in the presence of the Clerk and sent to the solicitors. The solicitors are already in receipt of the funds, which will be transferred to the parish council once the process is complete.

Cricket Courses

The coach for these courses has been booked and the council is waiting for Cricket East to issue the booking codes so that these courses can be advertised.

Community Garden

The community garden committee has reported that they have used their easement twice in the last six months.

Pavilion Grant

The council was not successful in their application to the A428 social value fund.

Vacancy

There have been no applications for the current vacancy; the Clerk will continue to advertise.

23/24-241. To review and ratify the decisions made under the scheme of delegation

A response was sent to the CCC survey regarding their Chemical Weed Treatment Program – Cllr P. Balicki was informed.

BrightPay payroll software for the 2024/25 year was purchased at a cost of £79+VAT – Cllr P. Balicki was consulted.

Work approved to clear blockage in minor ford culvert – cost £60. Cllr P. Balicki was consulted.

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

23/24-242. To receive the green open spaces report

- A large elm on Sparrow Way had gradually bent over and was supported by what was one of its lower branches. This was reported to both the Clerk and Tree Officer by one of the Maintenance Contractors. The Clerk reported this to CCC (who own these trees), and they took it down immediately.
- Few volunteers for the ivy cutting event, however a lot was achieved by these volunteers.
- Covered ford was mainly blocked with leylandii cuttings from properties further up the watercourse – cleared by JSC Services
- Maze remains closed as it has been waterlogged for many months and needs to dry out further
- The Tree Officer has tidied up the tattered ends of the trees and bushes left after the felling carried out last autumn. These now make up a number of piles between the Wilderness brow and the Fenstanton Road.

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- The Maintenance Person and the Tree Officer have gathered together many small branches that have been blown down over the winter months into several heaps round the village. When The Green and The Wilderness dry out sufficiently to allow a car to be driven over them all the various heaps of branches will be taken to the bonfire site and burnt.
- One of the PCs tree contractors will be working on the trees at the Village Hall and down Graveley Way on 23rd April.
- A tree has fallen over the Town Drain near the Wilderness bridge but is not urgent
- A tree has fallen in Reeve’s Ditch but is not currently urgent
- Cllr R. Norton and the Tree Officer met with the Maintenance Contractor to resolve the contract.

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

23/24-243. To receive an update from the working group and decide upon actions regarding the Beacon Lighting event on Thursday 6<sup>th</sup> June to commemorate D-Day

It was **RESOLVED** that the update was received regarding this event which is proceeding as planned.

23/24-244. To receive an update for the litter picking event on Sunday 14<sup>th</sup> April and decide upon actions

It was **RESOLVED** that the update was received regarding this event which is proceeding as planned.

23/24-245. To discuss and decide upon the purchases for the Maintenance Person – cost £189.79+VAT

It was **RESOLVED** that to amend this motion to include dust masks.

It was **RESOLVED** that the purchases are approved.

23/24-246. To discuss and decide upon actions regarding the electrical installation condition report for Hilton Cricket Pavilion – cost £230-240+VAT

It was **RESOLVED** that the Council will instruct company B to conduct the EICR at a cost of £230+VAT.

23/24-247. To discuss and decide upon permission for the Commonwealth Graves Commission to install a war graves plaque on the Lych Gate

It was **RESOLVED** that the Council has granted permission.

23/24-248. To discuss and decide upon renewing the membership of the Cambridgeshire And Peterborough Association of Local Councils (CAPALC) – cost £425.31

It was **RESOLVED** that the Council will renew the membership of CAPALC, without the Data Protection Officer option, at a cost of £425.31

23/24-249. To note and approve the changes to standing orders and financial regulations to reflect Procurement Policy Note 01/23

It was **RESOLVED** that the Council approves these changes.

23/24-250. To discuss and decide upon the quote for the installation of additional drainage holes in the retaining wall of the Ware - cost £980+VAT

It was **RESOLVED** that this matter is deferred to the May meeting, after the Finance Committee meeting.



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23/24-251. To note the issue with the bowl on PC17, which does not fit, and is held on with a cable tie but is obsolete and cannot be replaced, and discuss and decide upon a replacement lantern – cost £230+VAT

It was **RESOLVED** that this matter is deferred to the May meeting, after the Finance Committee meeting.

23/24-252. To discuss and decide upon the additional county broadband wayleave agreement for the telegraph pole which has been installed on the Green

It was **RESOLVED** that the Council will correspond with County Broadband and request that they consider alternative options to the telegraph pole.

Cllrs Norton and Suckling abstained from this vote.

23/24-253. To discuss the responses to the correspondence regarding the parking and layby on Potton Road and decide upon any actions

It was **RESOLVED** that the Clerk is instructed to find out the costings for this project.

23/24-254. Review the financial reports

It was **RESOLVED** that these reports are deferred to the Finance Committee.

23/24-255. Payments received:      £2,030.76 County Broadband easement payment  
£449.29 Interest

23/24-256. Approve payments

Minute Ref	Payee	Description	Amount	Method	Legislation
23/24-256.1	JSC Services	Maintenance Contract - Mar	£525.00	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
23/24-256.2	TP Garden Services	Maintenance Contract - Mar	£245.83	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
23/24-256.3	Payroll	Payroll - Apr	£1,283.65	S/O	General Power of Competence
23/24-256.4	Yu Energy	Street Lighting Energy - Mar	£264.45	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
23/24-256.5	Microsoft	Office Package - Mar	£12.36	BACS	General Power of Competence
23/24-256.6	Land Registry	Change of address fee	£40.00	Cheque	General Power of Competence
23/24-256.7	Unity Trust	Account fee	£18.00	DD	General Power of Competence
23/24-256.8	Post Office	Postage	£3.30	Equals	General Power of Competence
23/24-256.9	Safety Sign 4 Less	Pavilion Signs	£54.82	Equals	General Power of Competence
23/24-256.10	Safelincs	Fire extinguisher and alarms	£110.53	Equals	General Power of Competence
23/24-256.11	BrightPay	Payroll software	£94.80	Equals	General Power of Competence

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Minute Ref	Payee	Description	Amount	Method	Legislation
23/24-256.12	K&M Lighting Maintenance	Street Lighting Maintenance	£175.55	BACS	Parish Councils Act 1957 – s3 – Power to light roads and public places
23/24-256.13	Hilton Village Hall	Venue for Cookery	£20.00	BACS	General Power of Competence
23/24-256.14	JSC Services	Cleaning of covered ford	£60.00	BACS	Open Spaces Act 1906 s10 - Power to maintain open spaces
23/24-256.15	Cambridgeshire County Council	LHI contribution - 30mph (The Green)	£244.64	BACS	Highways Act 1980 s274A - contributions by parish councils

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

[23/24-257. 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 S. Suckling reported that the High Street floods after rain due to the drains being blocked.

Cllr C. Sarkies asked Cllrs to remind parishioners of the litter pick, even if they cannot attend.

Cllr P. Balicki thanked the volunteers who worked on the ivy cutting and coppicing.

Cllr P. Balicki reported that he has been invited to a Neighbouring Parish Chairs Quarterly Forum by the chairman of Fenstanton Parish Council.

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 employment 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

[23/24-258. To decide whether to grant permission for the Clerk to undertake additional roles](#)

It was **RESOLVED** that the Council grants the Clerk permission to undertake additional roles.

The next full Council meeting will be on Monday 13<sup>th</sup> May 2024.

There being no further business to transact the meeting was closed at 20:49.

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

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