



I hereby give notice that the Annual Meeting of Hilton Parish Council will be held at 7.30pm on Monday 13th May 2024 in
Hilton Methodist Church

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
08/05/2024

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

- 24/25-1. To elect a Chair
- 24/25-2. To elect a Vice-Chair
- 24/25-3. To receive the declarations of acceptance of office of Chair and Vice-Chair
- 24/25-4. To receive any apologies for absence.
- 24/25-5. 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
- 24/25-6. 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.

- 24/25-7. To approve the minutes of the Parish Council Meeting held on Monday 8th April and the minutes of the Finance Committee Meeting held on Tuesday 9th April
- 24/25-8. 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.
- 24/25-9. To review and ratify the decisions made under the scheme of delegation
- 24/25-10. To review the delegation arrangements to committees and officers
 - 24/25-10.1. Scheme of Delegation
 - 24/25-10.2. Emergency Delegation of Urgent and Routine Matters
- 24/25-11. To review the terms of references for the committees, officers and working groups:
 - 24/25-11.1. Planning Committee
 - 24/25-11.2. Staffing Committee
 - 24/25-11.3. Finance Committee
 - 24/25-11.4. Complaints Review Panel
 - 24/25-11.5. Responsible Financial Officer
 - 24/25-11.6. Open Spaces Officer
 - 24/25-11.7. Emergency Officer

- 24/25-12. Appointment of members to committees, officers and working groups
- 24/25-13. Review and adoption of standing orders
- 24/25-14. Review and adoption of financial regulations
- 24/25-15. Review of representation on or work with external bodies and arrangements for reporting.
 - 24/25-15.1. Hilton Village Hall Committee
 - 24/25-15.2. A428 Community Forum
 - 24/25-15.3. East-West Rail Local Representatives Group
- 24/25-16. Review of inventory of land and other assets
 - 24/25-16.1 Asset Management Plan
 - 24/25-16.2 Asset Register
- 24/25-17. Confirmation of arrangements for insurance cover in respect of all insurable risk
 - 24/25-17.1. General Risk Assessment
 - 24/25-17.2. Renewal of insurance policy – three-year long-term agreement – cost £860.25
- 24/25-18. Review of the Council’s subscriptions to other bodies – CAPALC, SLCC & ICO
- 24/25-19. Review of the Council’s complaints procedure
- 24/25-20. Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.
 - 24/25-20.1. Publication Scheme
 - 24/25-20.2. Freedom of Information Policy
 - 24/25-20.3. Information and Data Protection Policy
 - 24/25-20.4. Records Management Policy
- 24/25-21. Review of the Council’s policy for dealing with the press/media.
 - 24/25-21.1. Media Policy
- 24/25-22. Review of the Council’s employment policies and procedures
 - 24/25-22.1. Disciplinary and Grievance Policy
 - 24/25-22.2. Equal Opportunities Policy
 - 24/25-22.3. Health and Safety Policy
 - 24/25-22.4. Lone Working Policy
 - 24/25-22.5. Recruitment Policy
 - 24/25-22.6. Training and Development Policy
 - 24/25-22.7. Sickness Absence Policy
 - 24/25-22.8. Expenses Policy
 - 24/25-22.9. Dignity at Work Policy
- 24/25-23. Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 and review of the Section 137 Expenditure Policy
- 24/25-24. Review of the other policies
 - 24/25-24.1. Dispensation Procedure
 - 24/25-24.2. Children and Adults at Risk Safeguarding Policy
 - 24/25-24.3. Green Spaces Management Policy
 - 24/25-24.4. Reserves Policy
 - 24/25-24.5. Grant Making Policy
 - 24/25-24.6. Correspondence Policy
 - 24/25-24.7. Tree Assessment Policy
 - 24/25-24.8. Councillor Induction Protocol

- 24/25-24.9. Accessibility Statement
- 24/25-24.10. Privacy Policy
- 24/25-25. Review the Council's Code of Conduct
- 24/25-26. Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council
- 24/25-27. Review the Action Plan 2023/24
- 24/25-28. Agree the Action Plan 2024/25
- 24/25-29. Review of the effectiveness of the Council's system of internal control
- 24/25-30. Note that the bank reconciliations have been verified by a member other than the Chair
- 24/25-31. Review the Council's banking arrangements
- 24/25-32. Agree the direct debits and standing orders
- 24/25-33. Agree that payments may be made by BACS via online banking
- 24/25-34. Consider and decide upon the recommendation from the Finance Committee for the reallocation of Earmarked Reserves
- 24/25-35. Annual Governance and Accountability Review
 - 24/25-35.1. Receive the Internal Audit Report and decide upon any actions
 - 24/25-35.2. Approve the Annual Governance Statement
 - 24/25-35.3. Approve the Accounting Statement
 - 24/25-35.4. Note the dates for the Period of Electors' Rights
- 24/25-36. Green Open Spaces
 - 24/25-36.1. Receive the verbal report
 - 24/25-36.2. To discuss and decide upon actions related to the dead box hedges in the village garden – potential cost £550
 - 24/25-36.3. To discuss and decide upon the drainage holes in the Ware – cost £980
- 24/25-37. To consider the increased cost of the HGV Sign on the Shilpa roundabout and decide upon the parish council's contribution – potential increase from £220 to £370 to £583
- 24/25-38. To consider and decide upon making a Privately Funded Highway Improvement application for the improvements to the bus stop to establish the cost of the scheme – cost £500
- 24/25-39. To consider the report from the Electrical Installation Condition Report for the Pavilion and decide upon any remedial actions
- 24/25-40. To consider and decide upon the recommendations from the working group regarding the renovation of the Pavilion
- 24/25-41. To discuss and decide upon actions regarding the additional poles installed by County Broadband and their subsequent wayleave request
- 24/25-42. To consider and decide upon a response to the request for hedging around the Church perimeter wall
- 24/25-43. To discuss and decide upon maintenance of the car park adjacent to the Village Hall – cost £212.21+VAT
- 24/25-44. To discuss and decide upon the proposal to apply for a grant to install an Electrical materials recycling bank in the village
- 24/25-45. To discuss and decide upon the playground inspection – cost £132+VAT
- 24/25-46. To discuss and decide upon the request from the Community Garden to hold a plant sale on Saturday 9th June on the Green outside the Village Hall

- 24/25-47. To discuss and decide upon the request from the Community Hub Sub-Committee to hold their weekly meetings on the Green (weather permitting) and utilise the games equipment
- 24/25-48. Review the financial reports
- 24/25-49. Payments received: £18,490 Precept half
 £35,000 Easement payment
 £3,548.63 VAT refund for 2023/24
 £628.97 CIL payment

24/25-50. Approve payments

Minute Ref	Payee	Description	Amount	Method	Legislation
24/25-50.1	JSC Services	Maintenance Contract - Apr	£791.67	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
24/25-50.2	TP Garden Services	Maintenance Contract - Apr	£270.00	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
24/25-50.3	Payroll	Payroll - May	£1,283.65	S/O	General Power of Competence
24/25-50.4	Yu Energy	Street Lighting Energy - Apr	£254.77	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
24/25-50.5	Microsoft	Office Package - Apr	£12.36	BACS	General Power of Competence
24/25-50.6	Toolstation	Sander, gloves, etc	£208.64	Equals	General Power of Competence
24/25-50.7	Amazon	Bench oil	£28.82	Equals	General Power of Competence
24/25-50.8	Arthur Ibbett Ltd	2 stroke fuel	£6.30	Equals	General Power of Competence
24/25-50.9	Sainsburys	Petrol	£8.35	Equals	General Power of Competence
24/25-50.10	Amazon	2 stroke oil	£17.50	Equals	General Power of Competence
24/25-50.11	ICO	Data Protection Fee	£35.00	DD	General Data Protection Regulations 2018 - s134 - Fees
24/25-50.12	Cambridge Trees Ltd	2023/24 Tree Work	£900.00	BACS	Open Spaces Act 1906 s10 - Power to maintain open spaces
24/25-50.13	Terry's Electrical Services Ltd	Pavilion EICR	£276.00	BACS	General Power of Competence
24/25-50.14	Love Nutrition Cambridge	Cookery Course	£320.00	BACS	General Power of Competence

24/25-51. 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.

RECOMMENDED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to personal and employment matters and it is RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded

24/25-52. To discuss and decide upon approving Cllr E. McCarthy continued absence which will except him from s.85 of the Local Government Act 1972

24/25-53. To receive the report regarding the Clerk's appraisal

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