



# Minutes of the Meeting of Hilton Parish Council on Monday 2<sup>nd</sup> September 2024 at 19:30 in Hilton Village Hall

Present: Cllr J. Capes, Cllr R. Dulstone, Cllr R. Norton, Cllr C. Sarkies, Cllr M. Stott, Cllr S. Suckling

In attendance: The Clerk (N. Webster) and 1 member of the public.

Meeting commenced 19:36

It was **RESOLVED** that Cllr R. Norton was elected as Chairman for the purposes of this meeting.

24/25-86. To receive any apologies for absence.

Apologies were received from Cllrs Balicki and McCarthy.

24/25-87. 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

There were no declarations of interest.

24/25-88. 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

There were no dispensations requested.

Meeting adjourned at 19:37 to allow comments and observations from members of the public and to receive reports from the County and District Councillors

District Cllr Clare Tevlin provided a written report which was read by the Clerk:

Local Plan:

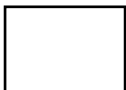
A new local plan consultation to be launched soon - more information pending, but Parish's will be briefed - HDC know it is crucial residents to have their say in shaping the future of Huntingdonshire.

What Makes a Good Life in Huntingdonshire? Survey

HDC wants to hear what you think about living in Huntingdonshire and what a good life means to you.

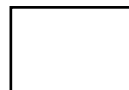
This is a chance for you to help make important decisions about our community's future and how we can work with other organisations to make sure money is spent on the things that really matter to local people.

Fill in survey here: <https://letstalkhuntingdonshire.net/hunts-survey>



Initials

Nicola Webster, Clerk, Hilton Parish Council  
10 Church End, Hilton, Huntingdon, Cambridgeshire, PE28 9NJ  
Email: [clerk@hiltonparishcouncil.com](mailto:clerk@hiltonparishcouncil.com)  
[www.hiltonparishcouncil.com](http://www.hiltonparishcouncil.com)



Initials

Council Leader, Cllr Conboy delivers State of the District address, Summer 2024 –

**Key points Cllr Conboy raised:**

*“2024 marks a significant milestone as we celebrate the council's 50th anniversary. Last March, we agreed on a new Corporate Plan for the District Council, working with staff, residents, partners, communities and businesses to lead Huntingdonshire into the future with confidence. The [Corporate Plan](#) outlines our three key priorities: **1. Improving the quality of life for local people. 2. Creating a better Huntingdonshire for future generations. 3. Doing our core work well.***

*“Over the last year, we have grown positive and productive relationships with local town and parish councils, other public bodies, business partners, and the third sector. We will continue investing in these critical relationships to stay as close to our communities as possible.*

*“Our financial stability is vital to all we have achieved over the last year. As more councils across the country face financial difficulty, I am proud that we are delivering on our promise of long-term financial sustainability. While the decisions that have been made may not always be universally popular, they have been prudent to ensure that we continue to be here for our residents and provide the services they need. We have set a budget that is balanced and protects frontline services. We can build a future based on outcomes and the protection of services for our most vulnerable people, so individuals or families avoid falling into crisis.”*

**See the full State of the District Address here:**

<https://www.huntingdonshire.gov.uk/news/cllr-conboy-address-state-of-the-district/>

19:39 Meeting reconvened

[24/25-89.](#) To approve the minutes of the Parish Council Meeting held on Monday 8<sup>th</sup> July and the minutes of the Planning Committee Meeting held on Tuesday 16<sup>th</sup> July

It was **RESOLVED** that the minutes of the Parish Council Meeting held on Monday 8<sup>th</sup> July are approved as a true record.

It was **RESOLVED** that the minutes of the Planning Committee Meeting held on Tuesday 16<sup>th</sup> July are approved as a true record.

[24/25-90.](#) 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.

Cricket

The remaining cricket sessions were held successfully.

Maze Information Board

The Maze information board was damaged during Feast Week. The Clerk is seeking quotes for the replacement of the frame.

PFHI

The Clerk has submitted the PFHI application for the works to the layby on Potton Road.

20mph

The Clerk has chased CCC for an update regarding this project.

Wicksteed

The inspection of the playground is due in September

Maze

The works to the Maze wall are due to be done in late September.



Initials

Nicola Webster, Clerk, Hilton Parish Council  
10 Church End, Hilton, Huntingdon, Cambridgeshire, PE28 9NJ  
Email: [clerk@hiltonparishcouncil.com](mailto:clerk@hiltonparishcouncil.com)  
[www.hiltonparishcouncil.com](http://www.hiltonparishcouncil.com)



Initials

[24/25-91. To review and ratify the decisions made under the scheme of delegation](#)  
Microsoft July invoice was paid in August so that it was within the payment terms. Cllr Peter Balicki was consulted.

A ton of topsoil was purchased to repair the damage to the cricket outfield. Cllr Peter Balicki and the Open Spaces Officer were consulted.

Additional Osmo Oil was purchased for the benches on the Green. Cllr Peter Balicki and the Open Spaces Officer were consulted.

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

[24/25-92. To receive a report regarding Green Open Spaces](#)

- Tree survey completed with first tree surgeon, quotes to be obtained from other two tree surgeons
- The volunteer group will be working on the Horse Chestnut in Mill Hill and the small trees outside Oak Tree Farm once the leaves have fallen, probably towards the end of October
- Open Spaces Officer will be tidying up around the village and moving bits to the bonfire site ready for November
- Reports have been received of a silver van accessing the wilderness and depositing green waste on the bonfire site. There was also an unauthorised burning of the bonfire. The Clerk has changed the code on the padlock.
- Open Spaces Officer has been in contact with HDC regarding the Oak outside Monach Farm.

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

[24/25-92.1 To consider the purchases of additional sander batteries and furniture oil](#)

It was **RESOLVED** that this expenditure is approved at a cost of £118.00.

[24/25-93. To consider the Council's duty under Biodiversity and decide upon any actions](#)

It was **RESOLVED** that Cllr Claire Sarkies is appointed to the Green Open Spaces Working Group.

It was **RESOLVED** that this matter is referred to the Green Open Spaces Working Group to present a recommendation to a future meeting.

[24/25-94. To discuss and decide upon the request from Hilton Feast Week CIC to hold feast week on the Green from Sunday 27th July to Saturday 2nd August 2025 with the marquee erected from Monday 21<sup>st</sup> July to Monday 4<sup>th</sup> August inclusive.](#)

It was **RESOLVED** that permission is granted.

[24/25-95. To decide upon a date for Bonfire Night and agree the purchase of fireworks and any actions](#)

It was **RESOLVED** that the preferred date for Bonfire Night is Saturday 9<sup>th</sup> November, subject to the availability of the Fireworks Committee and that the Bonfire Night working group will convene a meeting to discuss the details.

It was **RESOLVED** that the purchase of fireworks is authorised at a cost of up to £1920.

[24/25-96. To discuss and decide upon attendance at the CAPALC conference on Friday 20<sup>th</sup> September](#)

It was **RESOLVED** that, as the Clerk is attending as an employee of CAPALC, the Council will not send any additional delegates.

Initials

Nicola Webster, Clerk, Hilton Parish Council  
10 Church End, Hilton, Huntingdon, Cambridgeshire, PE28 9NJ  
Email: [clerk@hiltonparishcouncil.com](mailto:clerk@hiltonparishcouncil.com)  
[www.hiltonparishcouncil.com](http://www.hiltonparishcouncil.com)

Initials

[24/25-97. To receive the external audit report from PKF Littlejohn and decide upon any actions](#)

It was **RESOLVED** that the Council has received the external audit report and will publish the notice of conclusion of audit.

[24/25-98. To discuss and decide upon a response to the Cambridgeshire and Peterborough Combined Authority bus consultation](#)

It was **RESOLVED** that the response to this consultation is delegated to the Clerk, in consultation with Cllr Dulstone.

[24/25-99. To discuss and decide on a response to the National Planning Policy Framework consultation](#)

It was **RESOLVED** that the response to this consultation is delegated to the Clerk, in consultation with Cllr Suckling.

[24/25-100. To discuss and decide upon a response to the consultation regarding the Cambridgeshire County Council \(CCC\) Community Energy Action Plan](#)

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

[24/25-101. To discuss and decide upon a response to the CCC Active Travel Hierarchy consultation](#)

It was **RESOLVED** that the Council will publicise this consultation on the website and Facebook page.

[24/25-102. Review the financial reports](#)

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

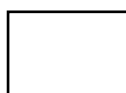
[24/25-103. Payments received: Hilton Feast Week CIC £774.30 \(Electrics\) & £243.47 \(Utilities\)](#)

Additional payment received - £100 donation for use of the pavilion

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

[24/25-104. Approve payments](#)

Minute Ref	Payee	Description	Amount	Method	Legislation
24/25-104.1	JSC Services	Maintenance Contract - Jul	£791.67	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
24/25-104.2	JSC Services	Maintenance Contract - Aug	£791.67	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
24/25-104.3	TP Garden Services	Maintenance Contract - Jul	£270.00	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
24/25-104.4	TP Garden Services	Maintenance Contract - Aug	£270.00	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
24/25-104.5	Payroll	Payroll - Aug	£1,434.71	S/O	General Power of Competence
24/25-104.6	Payroll	Payroll - Sep	£1,434.71	S/O	General Power of Competence
24/25-104.7	Yu Energy	Street Lighting Energy - Jul	£191.13	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places



Initials

Nicola Webster, Clerk, Hilton Parish Council  
10 Church End, Hilton, Huntingdon, Cambridgeshire, PE28 9NJ  
Email: [clerk@hiltonparishcouncil.com](mailto:clerk@hiltonparishcouncil.com)  
[www.hiltonparishcouncil.com](http://www.hiltonparishcouncil.com)



Initials

24/25-104.8	Yu Energy	Street Lighting Energy - Aug	£196.42	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
24/25-104.9	Microsoft	Office Package - Jul	£12.36	BACS	General Power of Competence
24/25-104.10	Microsoft	Office Package - Aug	£12.36	BACS	General Power of Competence
24/25-104.11	Ecotricity	Pavilion Electricity	£23.25	DD	General Power of Competence
24/25-104.12	K&M Lighting Services Ltd	Street Lighting Maintenance	£175.55	BACS	Parish Councils Act 1957 – s3 – Power to light roads and public places
24/25-104.13	PKF Littlejohn LLP	External Audit	£378.00	BACS	Local Audit and Accountability Act 2014 s4 - requirements for audit
24/25-104.14	Terrys Electrical Services Ltd	Pavilion Remedial Works	£2,545.74	BACS	General Power of Competence
24/25-104.15	Evolution Cricket Ltd	June Cricket Coaching	£270.00	BACS	General Power of Competence
24/25-104.16	Evolution Cricket Ltd	July Cricket Coaching	£90.00	BACS	General Power of Competence
24/25-104.17	The Journal	Donation	£1,000.00	BACS	General Power of Competence
24/25-104.18	CAPALC	Internal Audit	£78.10	BACS	Local Audit and Accountability Act 2014 s4 - requirements for audit
24/25-104.19	Glenn Conway	Tree Work	£650.00	BACS	General Power of Competence
24/25-104.20	Bannolds	Topsoil	£74.40	Equals	General Power of Competence
24/25-104.21	Amazon	Osmo garden furniture oil	£62.63	Equals	General Power of Competence

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

[24/25-105.](#) To discuss and decide upon the co-option of a new councillor

It was **RESOLVED** that Christopher Wood is co-opted as a new councillor.

[24/25-106.](#) 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.

There were no councillors' items.

The next full Council meeting will be on Monday 7<sup>th</sup> October 2024.

There being no further business to transact the meeting was closed at 20:48.



Initials

Nicola Webster, Clerk, Hilton Parish Council  
10 Church End, Hilton, Huntingdon, Cambridgeshire, PE28 9NJ  
Email: [clerk@hiltonparishcouncil.com](mailto:clerk@hiltonparishcouncil.com)  
[www.hiltonparishcouncil.com](http://www.hiltonparishcouncil.com)



Initials

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

DRAFT

Initials

Nicola Webster, Clerk, Hilton Parish Council  
10 Church End, Hilton, Huntingdon, Cambridgeshire, PE28 9NJ  
Email: [clerk@hiltonparishcouncil.com](mailto:clerk@hiltonparishcouncil.com)  
[www.hiltonparishcouncil.com](http://www.hiltonparishcouncil.com)

Initials