



Minutes of the Meeting of Hilton Parish Council on Monday 1st September 2025 at 19:30 in Hilton Village Hall

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

In attendance: The Clerk (N. Webster), Deputy Clerk (Nigel d Castiglione), C. Cllr David Keane, D. Cllr Clare Tevlin, and five members of the public

Meeting commenced 19:30

25/26-101. To receive any apologies for absence

Apologies were received from Cllrs McCarthy and Norton

25/26-102. 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.

25/26-103. 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 dispensation requests.

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

MoP1 highlighted the condition of a path adjacent to Church End that is diminishing in size, concerned about further environmental damage in winter and asking for it to be attended to by the PC's Maintenance Person to prevent further deterioration.

MoP2 advised that he was here to speak about the Journal and the Chairman offered to take his comments during the discussion.

D Cllr Tevlin reported that the State of the District report had been published and advised that food waste collection was planned in 2026.

C Cllr Keane gave a report. He highlighted the meeting he will attend with the Interim Head of Parking and Traffic Management for CCC planned for 15th September 2025 which will look at a report on proposals to introduce new speed restrictions in Hilton.

19:48 Meeting reconvened

25/26-104. To approve the minutes of the Parish Council Meeting held on Monday 7th July and the minutes of the Extraordinary Meeting held on Wednesday 6th August

It was **RESOLVED** that the minutes of the Parish Council Meeting held on Monday 7th July are approved as a true record.

It was **RESOLVED** that the minutes of the Extraordinary Parish Council Meeting held on Wednesday 6th August are approved as a true record.

25/26-105. 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 Courses

The All Stars and Dynamos cricket courses were run successfully again this year and the rota system for councillors worked well. There were a couple of occasions when the coaches weren't available and the Clerk stepped in.

Streetlight

PC26 on the Green was reported as not working and has been fixed by K&M.

20mph Limits

The CCC decision meeting has been set for Monday 15th September. This will be between Richard Ling, Interim Head of Parking and Traffic Management, and County Cllr David Keane. The Parish Council will not be invited to this meeting.

Fly Tip

A fly tip on Graveley Way was reported to HDC by the Clerk, who witnessed the act and has been asked to provide a statement.

Vandalism

Unfortunately, there has been a spate of vandalism recently. The defib at the pub has had the plastic screens burnt, there was a fire set in Tithe Lane and preparations for a fire at a Memorial Tree on the Green (which was dismantled by the Maintenance Person). The Christmas lights have also been damaged, so the Maintenance Person has taken them down.

Action: Post a note on the website/Facebook page.

25/26-106. To review and ratify the decisions made under the scheme of delegation

Payment made to Cliveden for the maze repairs as it was overdue, it was as agreed by Council.

Payments made to HMRC and Microsoft in August, as they will not wait for the September meeting.

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

The Chairman used his discretion to change the order of business.

25/26-108. To discuss and decide upon the request for a grant of £1000 for The Journal

The Chairman invited Malcolm Lynn to speak on behalf of The Journal, who explained the financial position of the newsletter.

It was **RESOLVED** that the Council will donate £1000, and will request £500 from the Town Trust and if there are future requests for donations the Council will require sight of the Journal's accounts and forecasts.

[25/26-110. To receive a verbal report from the fireworks working group and agree on any further actions](#)

A verbal update was provided by the working group, who will be meeting with the Fireworks Committee, and requested support from Cllrs on 8th November in the same format as last year.

It was **RESOLVED** that the Council will authorise an additional amount from the Fireworks reserve of £200, giving a total budget of £1800.

[25/26-107. Green Open Spaces](#)

[25/26-107.1 To receive the verbal report](#)

The tree survey has been done, and the council awaits the tree report. There have been fallen trees near Tanglewood and The Bakehouse, which will be attended by the volunteer group.

[25/26-107.2 To consider the decay analysis for The Major Oak on the Green and decide upon any actions](#)

It was **RESOLVED** the Report's author be asked why recommendations for removal of branches were for only approximately 5% of the crown volume; HDC be approached for permission to take appropriate action; legal advice sought to confirm whether Common Lands or Health and Safety legislation to prevail and thereafter seek 3 quotations for work that is likely to receive relevant approval.

[25/26-107.3 To consider the purchase of a new sander and decide upon any actions](#)

It was **RESOLVED** that the Council will purchase a Bosch sander which includes 2 batteries plus charger and to take out an extended warranty up to 3 years plus pads.

[25/26-107.4 To consider the purchase of additional attachments for the trimmer to enable the ditch work and decide upon any actions](#)

It was **RESOLVED** to purchase the Stihl FH-KM 145 Scrub Cutter Kombi Attachment, the Stihl HT-KM Pole Pruner Kombi Attachment and the Loop Handle; a total estimated cost of £564.12 (inc. VAT).

A MoP took the opportunity to remind the PC of the need to use the correct fuel with this specialised equipment.

[25/26-109. To receive a report from the Water System Management Forum and decide upon any actions](#)

It was **RESOLVED** to defer this matter to a future meeting.

[25/26-111. To consider the correspondence regarding rights of way across the Green and decide upon any actions](#)

The letter dated 24th July was noted.

It was **RESOLVED** that a response be sent,

- clarifying what was said and not said in the meeting with the Clerk mentioned,
- appending the latest tree report on the Major Oak,

- stating the safety of parishioners must take precedence which is why the surrounding fence is in place and should the fence be moved it should be returned to its current position,
- crossing of the Green should always be by using the designated rights of way, and any concerns about the area around Five Arch Bridge are not the responsibility of the PC and should be directed to the Environment Agency.

25/26-113. To discuss and decide upon the funding request from Magpas Air Ambulance
It was **RESOLVED** that the Council will not donate to Magpas.

25/26-114. To receive the External Audit Report from PKF Littlejohn LLP and decide upon any actions

It was **RESOLVED** that receive and publish the notice of conclusion of audit and to commend the Clerk on the outcome as there are no actions being recommended.

25/26-115. To agree the BrightPay cloud agreement to transfer payroll from the desktop software to the cloud

It was **RESOLVED** that this was approved.

25/26-116. To discuss and decide upon the purchase of a new laptop for the Deputy Clerk

It was **RESOLVED** that a budget of £500 + VAT be allowed for a suitable purchase to be made. It was also **RESOLVED** the Clerk should seek quotations for the provision of a new battery to the existing laptop (now 6 years old).

25/26-118. To discuss and decide upon attendance at the CAPALC conference on Friday 19th September

It was **RESOLVED** that the Deputy Clerk will attend the conference at a cost of £75.

25/26-119. To note the 25/26 NJC salary award

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

25/26-120. Review and receive the financial reports

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

25/26-121. Payments received: None

25/26-122. Approve payments

Minute Ref	Payee	Description	Amount	Method	Legislation
25/26-122.1	JSC Services	Maintenance Contract - Jun	£933.58	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
25/26-122.2	JSC Services	Maintenance Contract - Jul	£933.58	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
25/26-122.3	Ecotricity	Pavilion electricity	£22.44	DD	General Power of Competence
25/26-122.4	Ecotricity	Pavilion electricity	£23.09	DD	General Power of Competence
25/26-122.5	Payroll	Payroll - Jul	£1,655.69	S/O	General Power of Competence
25/26-122.6	Payroll	Payroll - Aug	£1,655.69	S/O	General Power of Competence
25/26-122.7	Yu Energy	Street Lighting Energy - Jun	£197.36	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
25/26-122.8	Yu Energy	Street Lighting Energy - Jul	£202.94	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
25/26-122.9	Microsoft	Office Package - Jun	£12.36	BACS	General Power of Competence
25/26-122.10	Microsoft	Office Package - Jul	£12.36	BACS	General Power of Competence
25/26-122.11	Unity Trust	Account fee	£6.00	DD	General Power of Competence
25/26-122.12	Unity Trust	Account fee	£6.00	DD	General Power of Competence
25/26-122.13	Amazon	Osmo Oil	£55.92	Equals	General Power of Competence
25/26-122.14	Cliveden Conservation	Maze Wall repairs	£8,916.00	BACS	General Power of Competence
25/26-122.15	PKF Littlejohn LLP	External Audit	£378.00	BACS	Local Audit and Accountability Act 2014 s4 - requirements for audit
25/26-122.16	CAPALC	Internal Audit	£208.10	BACS	Local Audit and Accountability Act 2014 s4 - requirements for audit
25/26-122.17	Hayden's Arboricultural	Inspection of Major Oak	£1,129.32	BACS	Open Spaces Act 1906 s10 - Power to maintain open spaces

It was **RESOLVED** that these payments are approved, subject to the Clerk querying the payment to CAPALC.

25/26-123. 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 Dulstone reported that he is on holiday from 12-22nd September .

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 pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded

25/26-112. To consider the correspondence regarding the development of Sunnybrooke and decide upon any actions

It was **RESOLVED**:

- the financial proposal be declined, the owners be asked to revise their offer, pointing out that any offer deemed acceptable will need to be increased to include any relevant PC costs,
- request the concrete boundary be relocated to the owners' land and the grass restored, and
- should the owners ask for a meeting, it be attended by Councillors Balicki, Capes and Dulstone and the Deputy Clerk.

25/26-117. To consider the complaint regarding the Graveley Way trees and decide upon any actions

It was **RESOLVED** to respond in accordance with the Council's Complaints policy and invite the complainants to meet with the Review Panel with the Clerk and Deputy Clerk in attendance; asking the complainants to confirm their attendance and provide the panel by 8th September 2025 with the documents they intend to submit.

The next full Council meeting will be on Monday 6th October 2025.

There being no further business to transact the meeting was closed at 21.46.

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