



I hereby give notice that the Annual Meeting of Hilton Parish Council will be held at 7.30pm on Monday 12th May 2025 in
Hilton Methodist Church School Room

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
08/05/2025

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

- 25/26-1. To elect a Chair
- 25/26-2. To elect a Vice-Chair
- 25/26-3. To receive the declarations of acceptance of office of Chair and Vice-Chair
- 25/26-4. To receive any apologies for absence.
- 25/26-5. 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
- 25/26-6. 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.

- 25/26-7. To approve the minutes of the Parish Council Meeting held on Monday 7th April
- 25/26-8. 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.
- 25/26-9. To review and ratify the decisions made under the scheme of delegation
- 25/26-10. To review the delegation arrangements to committees and officers
 - 25/26-10.1. Scheme of Delegation
 - 25/26-10.2. Emergency Delegation of Urgent and Routine Matters
- 25/26-11. To review the terms of references for the committees, officers and working groups:
 - 25/26-11.1. Planning Committee
 - 25/26-11.2. Staffing Committee
 - 25/26-11.3. Finance Committee
 - 25/26-11.4. Complaints Review Panel
 - 25/26-11.5. Responsible Financial Officer
 - 25/26-11.6. Open Spaces Officer
 - 25/26-11.7. Emergency Officer
- 25/26-12. Appointment of members to committees, officers and working groups

- 25/26-13. Review and adoption of standing orders
- 25/26-14. Review and adoption of financial regulations
- 25/26-15. Review of representation on or work with external bodies and arrangements for reporting.
 - 25/26-15.1. Hilton Village Hall Committee
 - 25/26-15.2. A428 Community Forum
 - 25/26-15.3. East-West Rail Local Representatives Group
- 25/26-16. Review of inventory of land and other assets
 - 25/26-16.1 Asset Management Plan
 - 25/26-16.2 Asset Register
- 25/26-17. Confirmation of arrangements for insurance cover in respect of all insurable risk
 - 25/26-17.1. General Risk Assessment
 - 25/26-17.2. Renewal of insurance policy – three-year long-term agreement – cost £1020.96
- 25/26-18. Review of the Council’s subscriptions to other bodies – CAPALC, SLCC & ICO
- 25/26-19. Review of the Council’s complaints procedure
- 25/26-20. Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.
 - 25/26-20.1. Publication Scheme
 - 25/26-20.2. Freedom of Information Policy
 - 25/26-20.3. Information and Data Protection Policy
 - 25/26-20.4. Records Management Policy
- 25/26-21. Review of the Council’s policy for dealing with the press/media.
 - 25/26-21.1. Media Policy
- 25/26-22. Review of the Council’s employment policies and procedures
 - 25/26-22.1. Disciplinary and Grievance Policy
 - 25/26-22.2. Equal Opportunities Policy
 - 25/26-22.3. Health and Safety Policy
 - 25/26-22.4. Lone Working Policy
 - 25/26-22.5. Recruitment Policy
 - 25/26-22.6. Training and Development Policy
 - 25/26-22.7. Sickness Absence Policy
 - 25/26-22.8. Expenses Policy
 - 25/26-22.9. Dignity at Work Policy
- 25/26-23. Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 and review of the Section 137 Expenditure Policy
- 25/26-24. Review of the other policies
 - 25/26-24.1. Dispensation Procedure
 - 25/26-24.2. Children and Adults at Risk Safeguarding Policy
 - 25/26-24.3. Green Spaces Management Policy
 - 25/26-24.4. Reserves Policy
 - 25/26-24.5. Grant Making Policy
 - 25/26-24.6. Correspondence Policy
 - 25/26-24.7. Tree Assessment Policy
 - 25/26-24.8. Councillor Induction Protocol
 - 25/26-24.9. Accessibility Statement

- 25/26-24.10. Privacy Policy
- 25/26-24.11. Co-option Policy
- 25/26-24.12. Pavilion Lettings Policy
- 25/26-25. Review the Council's Code of Conduct
- 25/26-26. Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council
- 25/26-27. Review the Action Plan 2024/25
- 25/26-28. Agree the Action Plan 2025/26
- 25/26-29. Review of the effectiveness of the Council's system of internal control
- 25/26-30. Note that the bank reconciliations have been verified by a member other than the Chair
- 25/26-31. Review the Council's banking arrangements
- 25/26-32. Agree the direct debits and standing orders
- 25/26-33. Agree that payments may be made by BACS via online banking
- 25/26-34. Consider and decide upon the recommendation for the allocation of Earmarked Reserves
- 25/26-35. Annual Governance and Accountability Review
 - 25/26-35.1. Receive the Internal Audit Report and decide upon any actions
 - 25/26-35.2. Approve the Annual Governance Statement
 - 25/26-35.3. Approve the Accounting Statement
 - 25/26-35.4. Note the dates for the Period of Electors' Rights
- 25/26-36. Green Open Spaces
 - 25/26-36.1. Receive the verbal report
 - 25/26-36.2. To receive the complaint regarding damage to a gravestone and general maintenance at the churchyard and decide upon any actions
 - 25/26-36.3. To discuss and decide upon the Maintenance Contract
 - 25/26-36.4. To discuss and decide upon reimbursing a volunteer for the materials used at the recent volunteer working party, up to £100
 - 25/26-36.5. To consider the log circle in the wilderness
- 25/26-37. To consider the proposal from Hilton Cricket Club regarding the alignment of the wicket and decide upon any actions
- 25/26-38. To consider a response to the HDC Sustainability Appraisal and Land Availability Assessment consultation regarding the former National Highways site near Wood Green
- 25/26-39. To consider a response to the correspondence regarding the Environmental Impact Assessment scoping opinion for the Grafham to Cambridge water pipeline
- 25/26-40. To receive the specifications regarding the proposed work to the Church Wall and agree to proceed to tender
- 25/26-41. To consider attendance at the HDC Town & Parish Forum on 19th June
- 25/26-42. To discuss and decide upon removal of the unauthorised swings in the Grove
- 25/26-43. To discuss and decide upon the installation of a wooden village signpost near the noticeboard on village hall carpark with signposting to our various attractions and walks
- 25/26-44. To discuss and decide upon the artwork for the interpretation board near the Maze
- 25/26-45. To discuss and decide upon running the children's cricket courses this year
- 25/26-46. To discuss and decide upon the request from Hilton Feast Week CIC to hold a Bavarian Night in the marquee on the Green on Friday 25th July 2025

- 25/26-47. To discuss and decide upon the request from Hilton Feast Week CIC to use the games equipment during Feast Week
- 25/26-48. Review and receive the financial reports
- 25/26-49. Payments received: £19,913 Precept half
- 25/26-50. Approve payments

Minute Ref	Payee	Description	Amount	Method	Legislation
25/26-50.1	JSC Services	Maintenance Contract - Apr	£875.17	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
25/26-50.2	Ecotricity	Pavilion electricity	£10.31	DD	General Power of Competence
25/26-50.3	Payroll	Payroll - May	£1,655.69	S/O	General Power of Competence
25/26-50.4	Yu Energy	Street Lighting Energy - Apr	£249.63	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
25/26-50.5	Microsoft	Office Package - Apr	£12.36	BACS	General Power of Competence
25/26-50.6	Unity Trust	Account fee	£6.00	DD	General Power of Competence
25/26-50.7	BrightPay	Payroll software	£100.80	Equals	General Power of Competence
25/26-50.8	CAPALC	Affiliation Fee	£477.03	BACS	Local Government Act 1972 s.143 Subscriptions
25/26-50.9	ICO	Data Protection Fee	£52.00	DD	General Data Protection Regulations 2018 - s134 - Fees
25/26-50.10	Shaw and Sons	Minute book	£106.80	BACS	General Power of Competence
25/26-50.11	John Talbot	24/25 Tree Work	£870.00	BACS	Open Spaces Act 1906 s10 - Power to maintain open spaces

25/26-51. 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 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

25/26-52. To receive the report regarding the Clerk's appraisal