



Minutes of the Meeting of Hilton Parish Council on Monday 7th April 2025 at 19:30 in Hilton Village Hall

Present: Cllr P. Balicki (Chairman), Cllr R. Dulstone, Cllr R. Norton, Cllr C. Sarkies, Cllr M. Stott, Cllr C. Wood

In attendance: The Clerk (N. Webster), D Cllr C. Tevlin and 3 members of the public

Meeting commenced 19:30

24/25-214. To receive any apologies for absence.

Apologies were received from Cllrs Suckling, McCarthy and Capes.

24/25-215. 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.

24/25-216. 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 19:31 to allow comments and observations from members of the public and to receive reports from the County and District Councillors

A member of the public advised that he had comments regarding 24/25-221 and the Chairman invited comments during the discussion.

D Cllr Clare Tevlin reported that the pre-election period has commenced. WEEE bins have been launched across the district and the nearest ones are in Fenstanton and Godmanchester. The Local Government Reorganisation letter was sent on 28th March, advising that the districts and county will work together to create a proposal. Huntingdonshire Futures grant scheme is open, pride in place grant for communities and heritage, further information is available on their website, up to £2.5k. Net zero villages grant awarded to 11 different projects, including Fenstanton. Active travel survey has closed.

19:37 Meeting reconvened



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Nicola Webster, Clerk, Hilton Parish Council
10 Church End, Hilton, Huntingdon, Cambridgeshire, PE28 9NJ
Email: clerk@hiltonparishcouncil.com
www.hiltonparishcouncil.com



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[24/25-217. To approve the minutes of the Parish Council Meeting held on Monday 3rd March](#)

It was **RESOLVED** that the minutes of the Parish Council Meeting held on Monday 3rd March are approved as a true record.

The Chairman used his discretion to move 24/25-231 up the agenda.

[24/25-231. To discuss and decide upon the request for permission for a tabletop sale in the car park adjacent to the Village Hall.](#)

It was **RESOLVED** that permission is granted for this tabletop sale.

[24/25-218. 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.](#)

[Maze](#)

The scheduled monument consent has been received, and Cliveden has been instructed. We are awaiting a start date for this work as unfortunately we are now in their 'busy' season.

[Pavilion Grant](#)

The A428 social value fund application has been unsuccessful as "it did not sufficiently demonstrate a strong connection to the criteria in the assessment process".

[20mph](#)

Correspondence has been received from CCC to advise that "a formal consultation review has indicated that the public consultation regarding the 20mph speed limit in Hilton will be delayed until after the pre-election period. We expect to release it in mid-May."

[Churchyard](#)

Correspondence received from Hilton PCC: "The PCC would like to inform the Parish Council that we have a project underway to examine whether some or all of the south church yard can be reused for burials. When plans have been properly developed these will be put out to the parish for consultation. As you are aware, burials currently take place in the north side of the church yard and there is a limited amount of available space there, so action needs to be taken. For clarity, the south church yard is regarded as the area all around the church up to the pathway which runs through the churchyard. Indications are that there have not been any burials in this area for approximately 150 years (except for the plot designated for cremated remains). We will be in touch again when we are in a position to share our plans."

[Churchyard Wall](#)

Correspondence received from Hilton PCC: We expect to have a building specification suitable for the tendering process available in mid-April. Hopefully the tendering can then get underway with yourselves. In the meantime, we have established that this will require a List B Faculty from the church authorities (which is local Archdeacon approval rather than full approval from the Diocese, a simpler process). We are in discussions with HDC about whether some degree of listed building consent is required (as it's in the curtilage of the church and in the conservation area). In consultation with a builder, we are not expecting the pathway near the church yard wall would need to be closed for the works.

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Correspondence

A parishioner has contacted the Council to object to the precept increase. The Clerk will respond with the details of the agreed budget.

Potton Road Verge

The verge has been cut by CCC, but unfortunately they did not send the correct machine to cut the brambles at the base of the hedge. The Clerk will follow up with CCC and request a second visit.

24/25-219. To review and ratify the decisions made under the scheme of delegation

There were no decisions made under the scheme of delegation.

24/25-220. To receive a report regarding Green Open Spaces

The second tree surgeon has completed his work, unfortunately he was unable to take as much as intended off the willow tree at the entrance to Kidmans as there is a bees nest in the upper part of the tree.

The third tree surgeon is due this week.

Councillors were invited to attend a walk around the village with the Maintenance Contractor and Open Spaces Officer on 27th April.

The volunteer group worked on Sunday 6th April and removed the apple tree near Oak Tree Farm, and there will be another volunteer group to complete remaining work. There was a note of thanks to one of the members for his chainsaw skills.

24/25-221. To discuss and decide upon the maintenance contract for the ditches, playground and village garden

It was **RESOLVED** that the Hilton Parish Council will withhold the final payment for TP Garden Services until the ditch work is completed.

It was **RESOLVED** that the Council accepts the proposal that the Maintenance Person's hours will be increased by 9 hours per month to incorporate the maintenance of the garden and the ditches, and that JSC contract amount is increased by £70 pm to incorporate the maintenance of the playground.

It was **RESOLVED** that the virement of budget is agreed as below:

Budget Heading	Current Budget	Proposed Budget
Maintenance Contract	£13,060.00	£10,500.00
Maintenance Person	£3,921.84	£5,500.00
Maintenance Materials	£400.00	£1,381.84
Total	£17,381.84	£17,381.84

24/25-222. To appoint CAPALC as the internal auditor for 24/25

It was **RESOLVED** that CAPALC is appointed as the internal auditor for 24/25.

24/25-223. To purchase a BrightPay (payroll software) license for 25/26 – cost £84

It was **RESOLVED** that the Council will purchase a BrightPay license for 25/26.

24/25-224. To discuss and decide upon renewing the membership of the Cambridgeshire and Peterborough Association of Local Councils (CAPALC) – cost £427.03

It was **RESOLVED** that the Council will renew its membership of CAPALC at £427.03.

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[24/25-225. To discuss correspondence received regarding the car park adjacent to the Village Hall and decide upon any actions](#)

It was **RESOLVED** that Cllr Stott will organise this work within a £650 budget.

[24/25-226. To discuss correspondence received regarding the lychgate and decide upon any actions](#)

It was **RESOLVED** that the Maintenance Person is requested to brush the lychgate and remove any cobwebs.

[24/25-227. To discuss correspondence received regarding the new bus service and decide upon any actions](#)

It was **RESOLVED** that the Council will display copies on the noticeboards, website and Facebook page.

[24/25-228. To discuss the path at the junction of Church Lane and Sparrow Way and decide upon any actions](#)

It was **RESOLVED** that the Parish Council will write to Cambridgeshire County Council

[24/25-229. To discuss the installation of County Broadband at the pavilion and decide whether to contribute to the installation – potential cost £2,000](#)

It was **RESOLVED** that the Council will not contribute to this connection.

[24/25-230. To discuss and decide upon replacing the interpretation board near the Maze – cost £700](#)

It was **RESOLVED** that the Parish Council requests additional quotes for the replacement board and circulate the photo for future discussion.

[24/25-232. Review the financial reports](#)

It was **RESOLVED** that the financial reports are **NOTED**.

[24/25-233. Payments received: Interest £680.04](#)

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

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24/25-234. [Approve payments](#)

Minute Ref	Payee	Description	Amount	Method	Legislation
24/25-234.1	JSC Services	Maintenance Contract - Mar	£791.67	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
24/25-234.2	TP Garden Services	Maintenance Contract - Mar	£270.00	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
24/25-234.3	Payroll	Payroll - Apr	£1,488.40	S/O	General Power of Competence
24/25-234.4	Yu Energy	Street Lighting Energy - Mar	£256.12	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
24/25-234.5	Microsoft	Office Package - Mar	£12.36	BACS	General Power of Competence
24/25-234.6	Unity Trust	Account fee	£6.00	DD	General Power of Competence
24/25-234.7	Crazy Domains	Domain name renewal - 9 years	£154.64	Equals	General Power of Competence
24/25-234.8	K&M Lighting Services Ltd	Street Lighting Maintenance	£190.07	BACS	Parish Councils Act 1957 – s3 – Power to light roads and public places
24/25-234.9	K&M Lighting Services Ltd	New lantern in the Grove	£330.00	BACS	Parish Councils Act 1957 – s3 – Power to light roads and public places
24/25-234.10	Cambridgeshire County Council	LHI - HCV Signs	£1,802.38	BACS	Highways Act 1980 s.274A Contributions by Parish Councils

It was **RESOLVED** that the payment to TP Garden Services will be withheld in accordance with 24/25-221.

It was **RESOLVED** that the payments are authorised as amended.

[24/25-235. 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 R. Dulstone reported that he is still working on the streetlight survey.

Cllr P. Balicki advised that he is not available for the VE Day beacon lighting.

Cllr P. Balicki advised that he is not available for the Annual Meeting of the Parish Council but would be prepared to act as Chairman again if required.

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The next full Council meeting will be on Monday 12th May 2025, please note that this meeting will be in the Methodist Church.

There being no further business to transact the meeting was closed at 20:43.

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

DRAFT

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