

Hilton Parish Council Supporting Documents

Oct 2025

25/26-124. Apologies

Cllr Norton

Cllr McCarthy

Cllr Balicki

25/26-125. Declarations of Interest

In accordance with the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, councillors must declare any interests regarding agenda items at the beginning of each meeting.

Extracts from the HPC Code of Conduct:

Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

Where a matter arises at a meeting which ***directly relates*** to the financial interest or wellbeing of one of your Other Registerable you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

Where a matter arises at a meeting which ***affects*** –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a relative or close associate; or
- c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2** you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

Where a matter (referred to in paragraph 8 above) ***affects*** the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest.

25/26-126. Dispensation Requests

- None received

25/26-127&128. Complaints Review Panel

This is the determination of the Hilton Parish Council's (HPC) Complaint Review Panel following the meeting held on 17 September 2025.

The complaint was brought by the residents of 4, 6, 8 and 10 Graveley Way Hilton in relation to the conduct of HPC in the matter of Graveley Way Boundary as outlined in the residents' letter of 25 August 2025.

The Panel's determinations in relation to the specific matters set out in the complaint letter are as follows: -

Misrepresentation

The Panel does not consider that there was deliberate misrepresentation by HPC. However, the Panel accepts that there was contradictory information from Cambridgeshire County Council (CCC) and will recommend to HPC that it revises its resolution no 24/25-200 to remove reference to ownership of the land in question by the householders and that responsibility for the trees rests with the landowners.

Authority

The Panel is of the view that HPC did not assert, or make a determination of, ownership of the trees but expressed an opinion. The Panel does not consider that HPC acted outside its authority.

Openness

The Panel acknowledges that HPC could have engaged more effectively with the concerned residents when this item was raised to be discussed at the meeting on 4 November 2024.

The Panel will recommend to HPC that appropriate notification is given to residents that it considers may potentially be affected by future agenda items.

Diligence, Decision Making and Contradictory

The Panel considers that it was appropriate for all available information to be presented to HPC in full and that HPC properly reviewed and scrutinised the related documents. The Panel notes that the Clerk provided an explanation at the complaint meeting on 17 September 2025 as to why HPC stated in tree work applications that it owned the land.

As stated, the Panel will recommend to HPC that it revises its resolution 24/25-200.

Discrimination

The Panel considers that the Clerk refuted the claims of discriminatory behaviour by HPC at the Complaint Review meeting on 17 September 2025.

GDPR and Privacy

The Panel considers that HPC acted within the spirit of the Transparency Code in the publication of materials concerning the issue. The Panel thanked the residents at the Complaint Review Meeting on 17 September 2025 for accepting the previous apology offered regarding information posted online at the time.

The Panel recognises that the position of Clerk to HPC is changing and recommends that the new Clerk receives the appropriate training in this legal requirement.

Summary

The Panel rejects the contention that HPC has failed to uphold the four principles referred to in the complaint. However, it recognises that some matters could have been handled more effectively. The Panel's decisions in relation to the specific areas set out in the Formal Complaint are outlined above.

25/26-129. Minutes

Please see separate file in Dropbox / on website:

25-26-129. Complaints Review Panel Meeting
Minutes 17 09 25 – DRAFT

25-26-129. Complaints Meeting - Minutes 22 09 25

25-26-129. Finance Meeting - Minutes 07 07 25
DRAFT

25-26-129. Finance Meeting - Minutes 30 09 25
DRAFT

September full council minutes to be added

25/26-130. Clerk's Report

CAPALC Conference

Both the Clerk and the Deputy Clerk attended the CAPALC Conference.

Maintenance Person

The Deputy Clerk walked around the village with the Maintenance Person to look at ongoing projects and challenges.

BrightPay

The Council has transitioned to the cloud version of the payroll software.

25/26-131. Delegated Decisions

There were no delegated decisions

25/26-132.1. Green Open Spaces

- Verbal Report

25/26-133. Fireworks

- Verbal report

25/26-134. SAG for Fireworks

I am in contact regarding your upcoming event for 8th November 2025.

Here at HDC we have a group named the Safety Advisory Group [SAG] comprising of key representatives from relevant organisations such as the police, fire, ambulance, environmental health and highways. The purpose is to offer advice to event organisers to promote public safety at events within the district.

I think it would be useful for SAG members to be informed about this event.

I would be grateful if you would take the time to complete the attached notification form and submit back with any other documentation you may have such as; risk assessments, site plans and event management plans (attached template). This will be then circulated to the SAG members who will be able to offer advice and guidance for your event.

<https://www.huntingdonshire.gov.uk/business/health-and-safety/safety-advisory-group/>

Please see separate files in Dropbox / on website:

25-26-134. HDC SAG Form

25-26-134. Master EMP Template v 1.2

25/26-135. Finance Committee

Reserves

Recommendation is to allocate £1000 of the Manor Farm Easement Remainder to Clerk training and rename the remainder of the reserve Future LHI Projects

25/26-136. Finance Committee

	Draft Budget 26/27
<u>Receipts</u>	
Precept	£41,269.80
Fireworks	£2,000.00
Interest	£2,200.00
Total	£45,469.80
<u>Payments</u>	
Payroll	£14,968.80
Green Open Spaces	£3,500.00
Maintenance Contract	£11,500.00
Maintenance Person	£5,500.00
Maintenance Materials	£1,000.00
Insurance	£930.00
Subscriptions	£650.00
Stationery & Office	£250.00
Utilities	£3,250.00
Training	£75.00
Audit	£420.00
Venue Costs	£450.00
Fireworks	£1,900.00
Lighting & Maintenance	£586.00
Donations	£60.00
Playground	£140.00
Electoral	£40.00
Website	£250.00
Total	£45,469.80

25/26-137. SLCC Membership

Previously the Council has paid for the Clerk's membership of the SLCC, this is now covered by their substantive employment. The budgeted amount will cover the cost of membership for the Deputy Clerk.

Please see separate file in Dropbox / on website:
25-26-137. 2025-Membership-Flyer-Digital

25/26-138. ILCA

Information from the SLCC website:

- **Essential Knowledge**
- The Introduction to Local Council Administration (ILCA) is an online sector specific learning tool is designed to support all new council officers in England and Wales in their roles in the first few months of employment, as well as those aspiring to go on and complete their Level 3 CiLCA qualification.
- The aim of the course is to provide an introduction to the work of a local council, the clerk and its councillors.
- The online programme can be studied in your own time while you find your feet in your new role. The course is in six sections based on the Occupational Standards established by the National Training Strategy in England.
- Requirement for the course is an interest in the work of local councils.

25/26-139. Equals Card

Card using Council funds, but is in the name of the officer.

Additional card on the council's accounts - £10

25/26-140. Drainage

As we approach the autumn I again wanted to highlight the issues, that I initially raised on my email to Nicola Webster on the 21 November 2024. And there was other correspondence between me and Nicola (email chain attached)

I have never been satisfied with the responses I received and would ask you to consider the following:

- **Tithe Lane** - I note the area immediately before the drain grid cover has been cleared but the rest of the ditch is obstructed / overgrown preventing water reaching the drain) – I was told that *“Tithe Lane ditch will be trimmed of vegetation in January when the main ditches are done”* this was not carried out and the ditch is totally overgrown?

- **The culvert under Kidmans Close** feeding into the small pond outside No 1 Kidmans has a restricted flow I was told that *“please note I requested that CCC clear this as it constantly becomes blocked back in July 24”*, but there has been no action and the restriction is still there

- **The drain between the small pond and the larger pond in Graveley Way** (under the driveway of Kidmans Bungalow is severely restricted and there is only a minimal flow of water – After the rain, the other day the small pond level raised but the larger pond remains the same again I was told *“I have reported the issues with the culverts under Tithe and Kidmans to CCC as well, I will chase them if I do not get a reply”*. This is still the same.

- **The open ditch which runs alongside the Potton Road to Five Arch Bridge** I was told that *“The ditch along St Ives Road to Five Arch Bridge is the responsibility of HDC, though the PC Maintenance Person checks it on a regular basis to make sure that the culverts are running freely. Whilst I accept that the clearance of the ditch is not the responsibility of the PC surely it is the best interest of parishioners that the PC takes steps to ensure HDC are made aware and keep this ditch clear?”*

- **The outflow of the West Brook and the afore said ditch as it progresses towards Fenstanton.** I was told *“Once you get past Five Arch Bridge and onto the West Brook it becomes the responsibility of the Environment Agency”*. Again, I repeat that whilst I accept that the clearance of the ditch is not the responsibility of the PC surely it is the best interest of parishioners that the PC takes steps to ensure Environment Agency are made aware and keep this ditch clear. There have been several floods over the years where the route cause was poor maintenance of ditches outflows etc and I am sure you would agree that the best way to mitigate against this happening again is to take preventive maintenance or ensure those responsible do

25/26-141. Feast Week 2026

Email from Secretary of Hilton Feast Week:

I write on behalf of Feast Week to ask that our request for Parish Council approval for Feast Week 2026 be included on the next meeting agenda. The dates will be Sunday 19th to Saturday 25th July, with the marquee being in place for approximately 2 weeks.

25/26-142. Fireworks refreshments

Email from Secretary of Hilton Feast Week:

If the Parish Council will reimburse Feast Week for providing refreshments for the volunteers who set up and run the fireworks

25/26-143. Financial Reports

Please see separate files in Dropbox / on website:

25-26-143. 2509 Financial Accounts Sep 2025

25-26-143. 2509 Management Accounts Sep 2025

25-26-143. 2509 Budget Analysis Sep 2025