

# Hilton Parish Council Supporting Documents

Sep 2025

# 25/26-101. Apologies

Cllr Norton

# 25/26-102. 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.

# 25/26-103. Dispensation Requests

- None received

# 25/26-104. Minutes

Please see separate file in Dropbox / on website:

25-26-104. Hilton Parish Council Minutes 07 07 25 –  
DRAFT

25-26-104. Hilton Parish Council EO Minutes 06 08  
25 - DRAFT

# 25/26-105. Clerk's Report

## 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 15<sup>th</sup> 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.

## 25/26-106. Delegated Decisions

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

This was allocated to the CIL receipts and the balance from the earmarked reserve. The remainder of the earmarked reserve could be released to general reserves.

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

Members of the Finance Committee were advised and authorised the payments.

# 25/26-107.1. Green Open Spaces

- Verbal Report



## 25/26-107.2. Major Oak

Please see separate file in Dropbox / on website:

25-26-107.2 11846 - Decay Analysis - The Green  
(Oak), Hilton

## 25/26-107.3. Sander

All sourced from Screwfix:

| Brand  | Sander  | Batteries & Charger |
|--------|---------|---------------------|
| Bosch  | £119.99 | £129.99             |
| DeWalt | £119.99 | £189.99             |
| Makita | £104.99 | £159.99             |

# 25/26-107.4. Strimmer Attachments



## Stihl FH-KM 145° Scrub Cutter Kombi Attachment

SKU: 4243 740 5006

~~£386.26~~ **£309.00**

1

ADD TO ENQUIRY BASKET

### Categories:

KombiSystem and MultiSystem, Sawing and Cutting, Groundcare & Garden Machinery

### Product Description

#### FH-KM 145° KombiTool: Adjustable scrub cutter

For cutting close to the ground and for low-spin mowing in very narrow spaces as well as in areas near traffic. Flexible adjustment mechanism, space-saving carrying position, bar length: 25 cm, total length: 126 cm. Weight: 2.1 kg. Suitable for all KombiEngines.



## Stihl HT-KM Pole Pruner Kombi Attachment

SKU: 4182 200 0212

~~£293.56~~ **£234.00**

1

ADD TO ENQUIRY BASKET

### Categories:

KombiSystem and MultiSystem, Groundcare & Garden Machinery, Sawing and Cutting

### Product Description

#### HT-KM KombiTool: Pole pruner

Cuts high branches with ease. Compact design with marker/sight line to assist with accurate cutting. Magnesium gearbox. Only suitable for loop handle KombiEngines. Can be fitted with both 1/4" PM and 3/8" PMM3 saw chain.

Bar length 30 cm, total length 126 cm, weight 1.3 kg.

# 25/26-107.4. Strimmer Attachments

## Loop handle for Stihl FS 89, FS 89 R Brushcutters – 4180 790 3408



Be the first to review this product

[0 product questions](#)

Categories:

Stihl FS91, FS91R Brushcutter Parts | Stihl FS111, FS111R, FS111RX Brushcutter Parts | Stihl FS131, FS131R Brushcutter Parts | Stihl FR131T Backpack Brushcutter Parts | Stihl FS89, FS89R Brushcutter Parts ...

Part No. 4180 790 3408



**Out of stock**

Currently out of stock but available to back order

**£17.60** (ex. VAT)

£21.12 (inc. VAT)

Qty

1

**ADD TO CART**



# 25/26-108. The Journal

Email from the Editor of the Journal:

It is hard to believe that it's two years since The Journal was first published. This would definitely not have been possible without the support of your Parish Council.

In that time The Journal has grown in stature from its original 64 pages to regularly running to 80 pages per edition. This is an indication of its importance as a community asset as more organisations use the magazine as a communication tool. With success comes problems. Each month we never know how many pages an edition is going to be as we accommodate requests from local contributors on an ad hoc basis and for which we make no charge.

Over the last two years since we launched we have built the advertising revenue to cover the ever increasing production costs. At the end of this year we have a surplus in the bank of circa £6,000. However, as we renew advertising contracts for 2025/26 we are already down £2,000 on renewal revenue and this is likely to increase. We are losing revenue due to businesses moving away, retirement, the economic environment and natural churn.

If we maintain the same level of funding from your Parish Council we should, with the surplus we have built up, have sufficient funds to continue for the next year and still leave us some flexibility to support bumper issues as and when required. We would hate to turn away worthy organisations wishing to use The Journal free of charge to promote their charitable activities.

I am hoping your Parish Council can see its way to renew its support of £1000 for the coming year so we can continue to provide this valuable community asset.

I look forward to hearing back from you in the next couple of weeks.

# 25/26-109. Water System Management Forum

Forum attended by Cllrs Capes and Norton. Report:

Just a few notes I took from this forum if anyone is interested. The most striking thing is how all Alconbury watercourse management is carried out by volunteers.

## River quality

- NFU presented on what farmers are doing to improve river quality
- Highways on road run-off and new developments
- Environment Agency has a new water company monitoring division> Insisting on upstream and downstream real-time monitoring
- Anglian Water is not a statutory consultee in planning applications. However, they have written to local authorities saying they are against new developments as they don't have the infrastructure!!

## Flood Action Groups

- Presentation from Alconbury, which has suffered six flooding events since 1978, the last one being in 2020. The Flood Action Group was formed in response to the last flood.
- Principles:
  - Build accurate local knowledge
  - Have vision, ambition and motivation
  - Self-help attitude
  - Be evidence- based
  - Involve the community – they have ~70 volunteers
  - Grow learning, skills and development
  - Build partnerships and relationships
  - NO BLAME
- All their brook maintenance is done by volunteers

## Flood Panel Discussion

- There will be no sandbags from HDC!!

## National Flood Forum Charity

- Has lots of good materials

# 25/26-110. Bonfire Night

Verbal report

25/26-111. Rights of Way on the Green

# Lattenbury Farming Company

24<sup>th</sup> July 2025

To Hilton Parish Council,

Having met with Nicola, your parish Clark this week, with reference to our official access across the common and the problem of passing the oak tree which has a barrier all around it blocking our access. The oak tree has been in its present dangerous condition for over two years and nothing has been done to stop it falling on the general public. We had to move the barrier last year to get access to our land at Grange farm and will have to move it again this year to get our large harvesting equipment into our fields there is no other way as trees have been planted not only at the other side of the oak tree but also on our access track too.

Nicola asked why I didn't use Wragg's row, when I pointed out that most of the trees along Wragg's row were so low that you could hardly walk underneath them let alone drive a combine harvester through there. I also pointed out that when I came to Hilton 45 years ago Wraggs row was a private road and I was told by the then chairman of the parish council that my track was across the common opposite the gate to Grange farm past the dangerous oak tree across to the Wilderness which is shown on all the old maps of Hilton. I was very disappointed to be shown a new map of Hilton where these tracks were not printed. This is very misleading to the general public which the parish council represents. Your Clark suggested that I take the barrier down to pass this tree, I feel this is a council job and not one that I should be doing. The tree itself needs making safe by lowering its height by almost 50% if it should fall on our equipment or personnel this will be a liability to the Council.

Whilst writing this letter may I point out there are lots of trees particularly on Gravelly way which are way below the minimum 16 feet of clearance from the road which is the recommended height. On several occasions we have had to reverse our equipment out of these trees to avoid serious damage. This was reported to highways but nothing has been done.

Whilst I am writing may I point out the condition of the brook that leads to and from Five Arch Bridge which has been planted with willow trees on the bed of the brook at the time of the new A14 scheme, when I suggested to the Environment Agency this will lead to flooding at Manor farm and the village during heavy rainfall, no conversation has taken place to date. About 20 years ago I cleaned out and lowered the level of the ditch between Five Arch bridge and Hilton Village at our cost putting in new culverts along the length of the ditch. Hilton crossroads has not flooded since this was done. I feel that as time goes on and these trees block the brook which is inevitable, you will again have major problems with flood water in the village.

Having lived and farmed the land around Hilton for the last 45 years I feel a little more liaison between the parish and ourselves could be advantageous to both sides.

Yours sincerely



## 25/26-111. Rights of Way on the Green



# 25/26-112. Sunnybrooke

## Correspondence from Owners:

Thank you for your email and the attached title plan. This has come as a huge surprise to us that our boundary is not where the lawn meets the path as this was unfortunately not flagged by our conveyancer when we purchased the property. However, having also checked our own title plan we can see that it matches your own and so we can only apologise for this genuine misunderstanding of where the boundary lies. We have no intention of annexing any land that we do not own and are very keen to work with you to resolve this issue. Please be assured that we have communicated with our builders to immediately pause work on the front lawn.

Our aim was and remains to improve the aesthetics of the front garden that we have been maintaining since living here. In particular, we find the grass overgrows into the gravel path and it can look untidy. We thought that the edging would prevent this, keeping the path in a better condition and looking more pleasant for anyone walking past the property. Would the Parish Council consider allowing us to keep the current changes (or propose any alternative) under the understanding that 1) we agree that we are not and will not be the owners of this strip of land and 2) we will happily continue to maintain this going forward?

Regarding the new driveway/access that is part of our planning application, we feel the best way forward is to now formally apply for the easement and would very much value your assistance in starting this process. As (my wife) mentioned in her email, the easement is always something we planned to obtain, but we had not prioritised it given the non insignificant cost.

Please let us know if it would be beneficial to meet in person, or discuss anything over the phone. Otherwise we are happy to continue over email.

# 25/26-113. Magpas



## **Magpas Air Ambulance**

Barnwell Road, Enterprise Campus  
Alconbury Weald, Huntingdon  
Cambridgeshire, PE28 4YF  
01480 371060  
[magpas.org.uk](http://magpas.org.uk)

Hilton Parish Council  
10 Church End  
Hilton  
Cambridgeshire  
PE28 9NJ

August 18, 2025

Dear the Town Clerk,

### **Application for funding from Magpas Air Ambulance**

I am pleased to make an application for a grant to Hilton Parish Council on behalf of Magpas Air Ambulance.

We are a medical charity, providing life-saving care to people living in Cambridgeshire and beyond. Our incredible crew go out each day to provide hospital level care by the patient's side, bringing the hospital to them. For those who have suffered cardiac arrest, been in a road traffic collision or had an accident, this level of care can make the difference between life and death and having a good quality of life beyond their incident. This vital work is entirely funded through voluntary donations and so we rely on the generosity of our community to help keep us flying.

I have enclosed our proposal for funding that tells you more about our work and the difference a donation from Hilton Parish Council could make.

Thank you so much for your time and consideration, and please do feel free to get in touch with any questions!

Yours sincerely

### **Milly Cole**

Senior Philanthropy Officer

[milly.cole@magpas.org.uk](mailto:milly.cole@magpas.org.uk) | 07990 068742

#### **Patrons:**

**The Lord Fairhaven** KstJ JP DL **Dr Neville Silverston** MBE **Christopher Vane Percy**  
**Prof. Ian Greaves** OSIJ FRCSed FASI MB ChB FRCP FRCEM FIMC FRCSed DTM&H FIMC DMCC DipMedEd





# 25/26-113. Magpas



## Welcome to Magpas Air Ambulance

Magpas Air Ambulance provides the very best pre-hospital emergency care, both in the air and on land. Operating 24/7, the charity answers on average six calls for help a day, treating approximately **1,800 patients** in life-threatening emergencies every year.

As a charity, Magpas Air Ambulance relies on generous public donations to provide its services; something it would be unable to do without the support of its community.

### Saving lives

*People in Cambridgeshire rely on the lifesaving care of Magpas Air Ambulance.*

In 2024, the charity was activated to the county 1,046 times, **a 10% increase in incidents in the area.**

Life-threatening emergencies, such as cardiac arrests, were the top reason for deployment, followed by road traffic collisions. On average, the charity responded to and cared for **two critically ill or injured children per week** (10% of all patients in 2024).

- 327 suffered a cardiac arrest
- 163 involved in a road traffic accident
- 94 falls from height

We treat life threatening incidences such as every single day. **Without our emergency care, people in life-threatening incidents such as these may not survive.**

### Scott's story

Scott, a dad of two from Burwell, was restoring a third-storey house window when his scaffold tower ladder collapsed under his feet in September 2022.

He plummeted to the ground, his legs snapping in the rungs of the ladder on impact. Scott explains, "I was left suffering with a fractured spine, pilon fractures and breaks to both of my legs and ankles, a broken shoulder in three places and a head injury."

"My phone was in the kitchen, and I quickly realised no one would be back for hours. I knew I had to drag myself inside to call 999."

Miraculously, Scott managed this agonising feat, and an ambulance crew and the Magpas Air Ambulance team were dispatched to the scene. Scott continues, "I still remember hearing the helicopter and feeling so relieved when the Magpas Air Ambulance team arrived, as I knew I was in safe hands."



Registered with  
FUNDRAISING  
REGULATOR

[www.magpas.org.uk](http://www.magpas.org.uk)  
Registered Charity Number 1119279

# 25/26-113. Magpas



Magpas Air Ambulance Doctor Jon Townsend and Critical Care Paramedic Shaunna Truskinger sedated him at the scene, before stabilising his injuries. They pulled his legs into place, treated his head wound, and placed him on a spinal board before working with an extrication team to manoeuvre him out of the property.

For Scott, it's still a long road to recovery, however, his admirable resilience has already seen him push himself beyond expectations from doctors. Scott explains, "I knew of the vital service air ambulances provide, but I never knew I would be relying on them one day! Simply put, I owe the Magpas Air Ambulance team my life".

## Our request

We urgently require funding to ensure we can continue to save lives. With your support, we could purchase the following items:

- £30 could fund a blizzard blanket to keep patients warm whilst we provide treatment
- £140 could fund the equipment and drugs needed to ventilate a patient and take control of their breathing
- £500 could refill a haemorrhage pouch to help stop a patient bleeding to death
- £1,000 could refill our helicopter fuel tank to ensure we can get out to patients
- £3,500 could fully fund the cost of one of our missions to go out to save a life

Your parishioners could be anywhere when they need us – at work, crossing a road or perhaps simply enjoying a family walk. Any donation you can give will go towards saving lives and reducing disability in the event of emergency.

**If you can make a donation, details are below on how to send it.**

## BACS transfer

Account name: MAGPAS Current

Account number: 00019424

Sort code: 40 52 40

**Cheques payable to** MAGPAS Current, sent to Milly Cole, Magpas Air Ambulance, Barnwell Road, Alconbury Weald, Huntingdon, PE28 4YF.

**Thank you, on behalf of all Magpas Air Ambulance patients and the medical team, for considering our request.**



Registered with  
FUNDRAISING  
REGULATOR

[www.magpas.org.uk](http://www.magpas.org.uk)

Registered Charity Number 1119279

# 25/26-114. External Audit

Please see separate files in Dropbox / on website:

25-26-114. CA0131 AGAR

25-26-114. CA0131 S3

25-26-114. CA0131\_closureletter\_

# 25/26-115. BrightPay

We're making the move to a faster, more secure cloud-based payroll solution you can access anywhere!

Great news - Based on your Employer and Employee numbers, the move to the cloud should work out cheaper.

\*\*\*If you could confirm those numbers for me I can confirm this\*\*\*

(When the Clerk met with the BrightPay rep it was confirmed that the price for HPC will not change)

To prioritise our existing customers, We've allocated you an early migration slot to begin your transition to BrightPay Cloud. Our goal is to ensure minimal disruption to your business and clients, and we're here to make the move as smooth and stress-free as possible.

Your migration window has been allocated between Tuesday August 05th & Friday August 29th

We understand that you've already paid for your BrightPay Desktop licence this year. To support your transition, we're happy to credit any unused portion of your desktop licence towards your new cloud subscription. If needed, we can also offer free Connect usage to ease the move.

Let me know what works for you, or if you need another time.

The future is Bright!

# 25/26-116. Laptop



LENOVO IdeaPad 3i 17.3" Laptop - Intel®

Pentium® Gold, 128 GB SSD, Blue

**£323.97**



LENOVO IdeaPad 3 15.6" Laptop - Intel® Core™

i3, 128 GB SSD, Blue

**£348.97**



LENOVO IdeaPad 1 15.6" Laptop - AMD Ryzen 3,

128 GB SSD, Cloud Grey

**£399.00**



LENOVO IdeaPad 3 15.6" Laptop - Intel® Core™ i5,

256 GB SSD, Blue

**£448.97**



LENOVO IdeaPad Slim 3 15.3" Laptop - Intel®

Core™ 3, 256 GB, Cosmic Blue

**£449.00**



LENOVO IdeaPad Slim 3 15.6" Laptop - Intel®

Core™ i5, 256 GB SSD, Arctic Grey

**£449.00**



LENOVO IdeaPad 1 15.6" Laptop - AMD Ryzen 5,

512 GB SSD, Cloud Grey

**£499.00**



LENOVO IdeaPad Slim 3 15.6" Laptop - AMD

Ryzen 3, 512 GB SSD, Arctic Grey

**£499.00**



# 25/26-117. Complaint

## Report to Council – Complaint Regarding Graveley Way Boundary

### 1. Background

A formal complaint was received concerning Hilton Parish Council's handling of the *Graveley Way Boundary* matter. The complaint was considered under the Council's complaints procedure and a formal response was issued by the Clerk.

### 2. Summary of Complaint

The complainant alleged that, in relation to the Graveley Way Boundary, Hilton Parish Council had failed to uphold the principles expected of a local authority, specifically:

Acting with integrity;

Acting lawfully and within its statutory powers;

Treating all persons fairly and with respect;

Exercising reasonable care and diligence.

Further specific allegations included that the Council:

Misrepresented advice provided by Cambridgeshire County Council;

Exceeded the authority of a Parish Council;

Lacked openness and transparency in its decision-making;

Failed to make decisions based on evidence;

Was inconsistent and contradictory in its approach;

Acted in a discriminatory manner;

Breached GDPR and failed to respect personal privacy.

### 3. Council's Response

The Clerk responded formally on behalf of the Parish Council. The response refuted all allegations, with the following key points:

**Integrity and Lawfulness:** The Parish Council has acted honestly, transparently, and within the powers available to it under Local Government legislation.

**Fairness and Respect:** The Council rejects any suggestion of discriminatory or disrespectful conduct. It complies fully with the Equality Act 2010 and treats all individuals equitably.

**Care and Diligence:** All decisions have been made carefully and responsibly, following appropriate consideration of evidence, advice, and the Council's duties.

### Specific Allegations:

- No misrepresentation of advice from Cambridgeshire County Council occurred; advice has been communicated accurately and in context.
- The Council has not exceeded its statutory remit.
- Meetings, agendas, and minutes are published and business is conducted openly, except where confidentiality is legally required.
- Decisions have been based on evidence and discussion at properly convened meetings.
- Where the Council's position has evolved, this has reflected new information or changing circumstances, not inconsistency.
- Data is handled lawfully, fairly, and securely. Where information properly regarded as private was shared, it was immediately removed from the public domain upon notification.

### 4. Conclusion

The Parish Council has formally refuted all aspects of the complaint regarding the Graveley Way Boundary. The complainant has been advised of their right to escalate the matter further in accordance with the Council's published complaints procedure should they remain dissatisfied.

# 25/26-118. CAPALC Conference





## **Share the Vision Conference 2025** **Friday 19th Sept      9am - 4.30pm**

**Our annual conference 'Share the Vision, Shape the Future'** will be held on **Friday 19th September** at Wyboston Lakes again.

We have an excellent line up of speakers again this year, up to date details are on our [website](#)

Presenters will be focusing on pertinent matters directly relevant to Cambridgeshire & Peterborough Councils locally as well as the national picture from NALC and others.

Some of our confirmed speakers include

-  Jonathan Owen, NALC CEO
-  Jane Moore, NALC Senior Solicitor
-  Mark Tomkins, Founder at Aubergine,
-  David Mears, Bridgewater Town Clerk on how devolution affected Somerset and the opportunities it presented.

**Conference booking details can be found in this bulletin and on our website.**

 **Plus special guest speaker Mayor Paul Bristow.**

**Included in the ticket price:**

- o **Gift**
- o **Refreshments** throughout the day
- o **Great Speakers**
- o **Exhibition stands**
- o **Lunch - hot and cold buffet**
- o **CAPALC Award Ceremony** (including the Awards)
- o **Networking with other Council's**

## 25/26-119. NJC Salary Award

The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. We encourage employers to implement this pay award as soon as possible.

Backpay for employees who have left employment since 1 April 2025. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2025 to the employee's last day of employment. The table below lists the new pay scales for clerks and other employees employed under the terms of the model contract, including SCPs 50 and above. These should be retrospectively applied from 1 April 2025.

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

Cost of backpay (gross) - £284.11

Additional cost to Council per month - £56.20

# 25/26-120. Financial Reports

Please see separate files in Dropbox / on website:

25-26-120. 2508 Financial Accounts Jul&Aug 2025

25-26-120. 2508 Management Accounts Aug 2025

25-26-120. 2508 Budget Analysis Aug 2025