



Minutes of the Meeting of Hilton Parish Council on Monday 6th October 2025 at 19:30 in Hilton Village Hall

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

In attendance: The Clerk (N. Webster), C. Cllr David Keane, and five members of the public

Meeting commenced 19:30

It was **RESOLVED** that Cllr J. Capes was elected as Chairman for the purposes of this meeting.

25/26-124. To receive any apologies for absence.

Apologies were received from Cllrs Balicki, McCarthy and Norton

25/26-125. 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.

25/26-126. 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

MoP1 advised that the Council has underpaid him by 50p, but the Clerk has put £2.50 on the agenda so he has given the Clerk £2 in cash. He also reported that there was a lump of concrete in the ditch near Sunnybrooke.

C Cllr Keane discussed the current five options for Local Government Reorganisation and that the District Council elections will be happening in May. There is an upcoming consultation regarding the A141 improvements. The decision on the previous LHI bid is imminent.

19:38 Meeting reconvened



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[25/26-127.](#) To receive the report from the Complaints Review Panel

It was **RESOLVED** that the report was received.

[25/26-128.](#) To discuss and decide upon the recommendation of the Complaints Review Panel to amend resolution 24/25-200 from the wording:

[“The Council will not maintain these trees on Graveley Way as the Council is of the opinion that these trees are the responsibility of the homeowners as advised by Cambridgeshire County Council.”](#)

to the wording:

[“The Council will not maintain these trees on Graveley Way as the Council is of the opinion that these trees are the responsibility of the *landowners* as advised by Cambridgeshire County Council.”](#)

It was **RESOLVED** that the resolution is amended as above.

[25/26-129.](#) To approve the minutes of the Parish Council Meeting held on Monday 1st September and the minutes of the Finance Committee Meetings held on Monday 7th July and Tuesday 30th September and the minutes of the Complaints Review Panel held on Wednesday 17th September and Monday 22nd September

It was **RESOLVED** that the minutes of the Parish Council Meeting held on Monday 1st September are approved as a true record, subject to the correction of typos.

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

It was **RESOLVED** that the minutes of the Finance Committee Meeting held on Tuesday 30th September are approved as a true record.

It was **RESOLVED** that the minutes of the Complaints Review Panel held on Wednesday 17th September are approved as a true record.

It was **RESOLVED** that the minutes of the Complaints Review Panel held on Monday 22nd September are approved as a true record.

[25/26-130.](#) 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.

[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.](#) To review and ratify the decisions made under the scheme of delegation

There were no delegated decisions.

[25/26-132.](#) Green Open Spaces

[25/26-132.1](#) To receive the verbal report

There was a verbal report:

- Volunteer group has tidied the fallen branch near the Bakehouse
- JSC Services is clearing scrub near The Old Rectory
- Two tree work quotes received, awaiting third, report to be presented in November.



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25/26-133. To receive the verbal update regarding the Fireworks event

There had been a meeting of the working group, with discussions regarding potential gate price increases, future budget planning, including a 5% increase in the fireworks price per year, the installation of the safety fencing prior to the placing of the fireworks, which needs to be advertised on Facebook, agreeing the dates in advance for 2026 and 2027, add to a future agenda, Matt will circulate the list of duties that need to be completed, including erecting the orange fencing on Friday afternoon.

It was **RESOLVED** that this update was received.

25/26-134. To review the correspondence from the HDC Safety Advisory Group regarding the Fireworks event and decide upon any actions

It was **RESOLVED** that the working group will complete the SAG forms and send them to the Clerk to submit to HDC.

It was **RESOLVED** to submit an appeal on Facebook for volunteers to help with the event.

25/26-135. To discuss and decide upon the recommendations of the Finance Committee with regards to reserves

It was **RESOLVED** to allocate £1000 of the Manor Farm Easement Remainder to Deputy Clerk training and rename the remainder of the reserve Future LHI Projects

25/26-136. To discuss and decide upon the recommendations of the Finance Committee with regards to the 26/27 budget and precept

It was **RESOLVED** that the Council approves the recommendation of the Finance Committee for the budget and precept below, to be approved formally at the November meeting.

25/26-137. To discuss and decide upon SLCC Membership for the Deputy Clerk – cost £190

It was **RESOLVED** that the Council will pay for SLCC membership for the Deputy Clerk at a cost of £190

25/26-138. To discuss and decide upon the Introduction to Local Council Administration course for the Deputy Clerk – cost £120 + VAT

It was **RESOLVED** that the Council will pay for the ILCA course at a cost of £120 +VAT

25/26-139. To discuss and decide upon the purchase of an Equals Prepaid Mastercard for the Deputy Clerk – cost £10

It was **RESOLVED** that the Council will purchase an additional Equals card for £10.

25/26-140. To consider the correspondence regarding the drainage on various watercourses

It was **RESOLVED** that the Deputy Clerk is tasked to follow up the various issues with the relevant external agencies.

It was **RESOLVED** that the Clerk will discuss the prioritisation of the ditch work with the Open Spaces Officer.

25/26-141. To discuss and decide upon the request for permission from Hilton Feast Week CIC to hold Feast Week 2026 from Sunday 19th to Saturday 25th July 2026, with the marquee being in place for approximately 2 weeks

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



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[25/26-142. To discuss and decide upon the request from Hilton Feast Week CIC for the parish council to fund the refreshments for the fireworks volunteers](#)

It was **RESOLVED** that the Council will pay for the hot dogs (max of 6) for the Fireworks Committee and any other volunteers will get free admission to the event.

[25/26-143. Review and receive the financial reports](#)

It was **RESOLVED** that the financial reports were received.

[25/26-144. Payments received: £594.14 Interest](#)

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

[25/26-145. Approve payments](#)

Minute Ref	Payee	Description	Amount	Method	Legislation
25/26-145.1	JSC Services	Maintenance Contract - Sep	£933.58	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
25/26-145.2	Ecotricity	Pavilion electricity	£22.72	DD	General Power of Competence
25/26-145.3	Payroll	Payroll - Oct	£1,950.41	S/O	General Power of Competence
25/26-145.4	Yu Energy	Street Lighting Energy - Sep	£206.98	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
25/26-145.5	Microsoft	Office Package - Sep	£12.36	BACS	General Power of Competence
25/26-145.6	Unity Trust	Account fee	£6.00	DD	General Power of Competence
25/26-145.7	Hilton Methodist Church	Venue Hire	£100.00	BACS	General Power of Competence
25/26-145.8	JSC Services	Underpayment	£2.50	BACS	General Power of Competence
25/26-145.9	The Journal	Donation	£1,200.00	BACS	General Power of Competence
25/26-145.10	John Lewis	Laptop	£349.00	Equals	General Power of Competence

It was **RESOLVED** that these payments are approved.

[25/26-146. To discuss and decide upon a donation to the Royal British Legion – budgeted amount £60](#)

It was **RESOLVED** that the donation of £60 is approved.

[25/26-147. 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 Stott advised that he had conducted a site assessment of the car park adjacent to the village hall and works are planned for Saturday 1st November at 1pm, with the gravel to be ordered via the Clerk.

Cllr Sarkies asked why there is no toddler swing in the playground.

Cllr Dulstone raised what a good job the new owners of the shop are doing, and the variety of stock is now available.

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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

25/26-148. To discuss and decide upon the correspondence regarding the proposed easement at Sunnybrooke

It was **RESOLVED** that the Council agrees to the restriction requested and will instruct the district valuer at the owners' cost.

25/26-149. To discuss and decide upon the Clerk's hours

It was **RESOLVED** that the Clerk will be paid for hours worked during the transition between Clerks.

The next full Council meeting will be on Monday 3rd November 2025.

There being no further business to transact the meeting was closed at 21:40.

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

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