



Minutes of the Meeting of Hilton Parish Council on Monday 1st December 2025 at 19:30 in Hilton Village Hall

Present: Cllr P. Balicki (Chairman), Cllr R. Dulstone, Cllr E. McCarthy, Cllr R. Norton, Cllr C. Sarkies, Cllr M. Stott, Cllr S. Suckling

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

Meeting commenced 19:30

The Chairman led a minute's silence for Roger Swailes.

25/26-170. To receive any apologies for absence.

Apologies were received from Cllrs Capes and Wood

25/26-171. 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

Cllr Sarkies declared a non-pecuniary interest regarding item 25/26-181 as she is a neighbour of the relevant property.

25/26-172. 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 19:33 to receive comments and observations from members of the public and to receive reports from the County and District Councillors

MoP1 stated that he had comments about one of the agenda items and the Chairman invited him to make comments during the item.

C. Cllr Keane referenced his written report and commented on the letter that he has jointly sent regarding the A141 consultation. He advised that individual responses were recommended as the quantity of responses is considered.

D. Cllr Tevlin reported that HDC had a vote regarding local government reorganisation, and the cabinet then decided to propose Option E (standalone Huntingdonshire unitary authority) for consideration by central government. She advised that there will be a consultation at the Commemoration Hall in Huntingdon. She also advised that a recent letter delivered to some houses was not endorsed by her. She encouraged all residents to engage with the consultation by 17th December. The food waste collection change will



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happen in April 2026 and there will be additional communications nearer the time. There was a discussion regarding why Option C had not been put forward for local government reorganisation. She advised that the Local Plan will be taken forward regardless of the Unitary Authority that is formed.

Meeting reconvened at 19:43

25/26-173 To approve the minutes of the Parish Council Meeting held on Monday 3rd November and the minutes of the Planning Committee Meeting held on Wednesday 12th November

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

It was **RESOLVED** that the minutes of the Planning Committee Meeting held on Wednesday 12th November are approved as a true record.

25/26-174. 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.

Report from the Deputy Clerk:

Parishioner query: responded to query whether PC had removed a domestic 'For Sale' sign.

Street Lighting: Sought comparable quotations for unmetered supplies. Asked K and M Lighting for a progress update on work replacing the sodium lights with LED lanterns. Awaiting a detailed response.

Bus shelter: Contacted roofing contractors for repairs/roof replacement

Refund: Chased up and secured return of 'next-day-delivery' charge for fencing supplies.

Fireworks: Banked cash.

Maintenance Person: Did another 'walkabout' accompanied by the Open Spaces' Officer; this to become a bi-monthly pattern. Purchased previously approved items.

District Valuer: Agreed terms of reference for a DV valuation in respect of an easement application. Report should be with us by end of year.

Asset Register: Met with Cllr Norton to commence review of Asset Register – followed by conversations with Cllrs Dulstone and Wood about particular items in the AR.

Also approached K and M Lighting to ask if current cover for a lamp post – should one be knocked down for example – of £2,600 is adequate. Reply: over should be increased by a further £1000 to £1500. This will be taken to a meeting of the Finance Committee in January.

Small garden on Potton Road: After discussion with Cllr. Dulstone, I approached the Chair of the Community garden to enquire if the CG want to take over the care and maintenance of the garden on Potton Road around the village sign. IF this is acceptable to the CG and PC agrees Deputy Clerk will speak to Maintenance Person before enacting such decision.

Fireworks: Spoke to our insurer about crowd limits – see Note on Fireworks page below.

Village Map: Enquiry from a parishioner suggesting 2026 marks 10 years since a copy of a Village Map she has was made, asking if it is time for a new one. Propose putting it for consideration on the agenda for the February meeting.



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[25/26-175. To review and ratify the decisions made under the scheme of delegation](#)
£202 - an increase from the approved amount £190 to £202 for SLCC membership for the Deputy Clerk: this includes a joining fee of £12. (Note > SLCC membership for the Clerk expired at the end of September and was renewed for her through Huntingdon TC)
Payment of £2160 (£1800 + VAT) to Pains Fireworks authorised by Chairman on basis of all receipts for the Fireworks event having been banked and invoice made out to HPC.
It was **RESOLVED** that these decisions were ratified.

[25/26-176. Green Open Spaces](#)

[25/26-176.1 To receive the verbal report and decide any actions](#)

A verbal report was provided included:

- A couple of fallen trees close to the Community Garden
- Update on tree work considered at the last meeting and HDC view on the Major Oak – report provided.
- A parishioner has been in touch saying 2 branches have been taken off a tree in The Grove, within a conservation area. The parishioner has been advised this is a matter to report to the HDC Tree Officer.
- Two fallen trees from the bank of the Ware.

It was **RESOLVED** that the actions below were agreed:

- Detailed costing of items 1-8 in the report
- Visit by tree surgeon to major oak to quote on proposed work
- Establish the insurance implications to ignoring the recommendations from Hayden's and following the recommendations of the HDC Tree Officer
- Establish the costs of permanent fencing around the major oak

[25/26-177. Fireworks and Bonfire event](#)

[25/26-177.1 To receive a verbal report from the Fireworks Working Group \(following the 2025 event\) and decide any actions.](#)

A verbal report was provided regarding the successful event and Cllrs thanked those who were involved in organising and running the event. The working group are going to discuss the potential for ticketing the event, reorganising the parking and additional people to litter pick after the event. They are planning to meet in February/March to begin the planning.

[25/26-177.2 To consider and set dates for the Fireworks and Bonfire events in 2026 and 2027: 7th November 2026 and 6th November 2027](#)

It was **RESOLVED** that the dates for the fireworks and bonfire events are set at 7th November 2026 and 6th November 2027.

[25/26-178. To consider quotations for the repair/replacement of the Bus Shelter roof and decide any actions.](#)

It was **RESOLVED** that this item is deferred until the additional quotes are received.

[25/26-179. To consider and decide on the request from Hilton Methodist Church for an uplift in the room hire charge \(currently £10 per hour or part hour thereof\), to take account of increased cost pressures and decide any actions](#)

It was **RESOLVED** that the Council agrees to an increase in the rate to £14 per hour.



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25/26-180. To note the current contract with Yu Energy for unmetered supply of electricity for street 29th January 2026, consider new quotations and decide any actions

It was **RESOLVED** that the Deputy Clerk is requested to contact other local parish councils via the branch to find out who their suppliers are and provide a report to an extraordinary meeting in January establishing what the options for costs and contracts are.

25/26-181. To consider planning application 25/02129/HHFUL Dene House, Church End, Hilton PE28 9NJ, single storey side and rear extension

It was **RESOLVED** that Hilton Parish Council has no observations regarding this application. Cllr Sarkies abstained.

25/26-182. To consider planning application 25/02124/HHFUL 10 Potton Road, Hilton PE28 9NG, dropped kerb to access front of property with tarmacked area up to property boundary

It was **RESOLVED** that Hilton Parish Council has no observations regarding this application.

25/26-183. To receive and note feedback from the Local Plan Briefing meeting and consider any actions

It was **RESOLVED** that Hilton Parish Council has no further comments regarding the local plan.

25/26-184. To note a CCC webinar Budget Briefing with Town and Parish Councils 11th December

Cllrs were invited to let the Deputy Clerk know if they would like to attend this meeting.

The Chairman used his discretion to change the order of business on the agenda.

25/26-186. To note concern raised by nearby residents about the Graveley Way watercourse to clarify what are the specific responsibilities of HPC and/or other agencies, and decide any actions.

The Chairman invited MoP1 to comment regarding his correspondence.

It was **RESOLVED** that the Parish Council will form a working group of Cllrs Norton, Stott, Suckling, and Balicki, together with residents of Graveley Way and D. Cllr C. Tevlin, to form a Hilton Flood Action Group, which can also review the emergency plan.

25/26-185. To consider the Council's response to the email of 19th November 2025 from CCC's Asset Strategy Team regarding the 2026/7 Highway Investment programme and decide any actions.

It was **RESOLVED** that the Council will propose the repair of all the culverts along Graveley Way, including the culverts under Graveley Way, Kidmans Close, Tithe Close and the entrance to Kidmans Farm Cottage and the Deputy Clerk is authorised to submit the form accordingly.

25/26-187. To review and receive the financial reports

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

25/26-188. To note payments received:

25/26-188.1: **£32.99** Refund of 'next-day-delivery premium for fencing and spikes.

25/26-188.2: **£1767.70** 2 items in the 1 banking

25/26-188.2.1 £1765.70 Cash takings from fireworks and bonfire event (£1786.70 gross) MINUS £21.00 taken by Feast Week for hotdogs – no invoice or receipt provided,

PLUS

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25/26-188.2.2£2 Included in above cash banking: refund of overpayment by JCS (handed over at October PC meeting).

25/26-188.3 **£1456.96** Card machine receipts (net; gross £1482) from fireworks and bonfire event.

It was **RESOLVED** that these payments were **NOTED**.

25/26-189. To approve payments:

Minute Ref	Payee	Description	Amount	Method	Legislation
25/26-189.1	JSC Services	Maintenance Contract - Sep	£933.58	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
25/26-189.2	Payroll	Payroll - November	£1640.73	S/O	General Power of Competence
25/26-189.3	Ecotricity	Pavilion Electricity	£24.51	DD	General Power of Competence
25/26-189.4	Yu Energy	Street Lighting, Yu Energy – Sep (2 DDs)	£223.44	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
25/26-189.5	Microsoft	Office Package – Nov	£11.52	BACS	General Power of Competence
25/26-189.6	Unity Trust	Account fee	£6.00	DD	General Power of Competence
25/26-189.7	Premier Netting (Order PN 28125)	Additional fencing for fireworks event	£303.81	BACS	General Power of Competence
25/26-189.8	Ibbetts	Pole saw attachment	£234.84	Equals Card	General Power of Competence
25/26-189.9	Ibbetts	Scrubcutter attachment + Loop Handle	£327.71	Equals Card	General Power of Competence
25/26-189.10	SLCC	Membership and Joining fee for Deputy Clerk	£202.00	BACS	General Power of Competence
25/26-189.11	Screwfix	Sander + charger/battery + waders	£198.96	Equals Card	General Power of Competence
25/26-189.12	SafetyGloves.co.uk	Work gloves for Maintenance Person	£22.29	Equals Card	General Power of Competence
25/26-189.13	Ibbetts	Trolley for Maintenance Person	£169.98	Equals Card	General Power of Competence
25/26-189.14	Pains Fireworks Limited	Fireworks display November 2025	£2160.00 (inc. VAT)	BACS	General Power of Competence

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25/26-189.15	SLCC	ILCA qualification Course fee for Deputy Clerk	£144.00	BACS	General Power of Competence
25/26-189.16	SLCC	Purchase 14 th edition 'Local Council Administration' inc. £5.40 del. Fee	£149.40	BACS	General Power of Competence
25/26-189.17	SumUp	Charges for card machine for Fireworks event	£25.04	At source	General Power of Competence
25/26-189.18	Feast Week	Agreed provision of hotdogs for volunteers	£21.00 (no receipt provided)	Deducted from cash income from Fireworks	General Power of Competence
25/26-189.19	CAPALC	Internal Audit fee for year end 31/03/2025	£88.10	BACS	General Power of Competence

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

25/26-190. 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 Balicki wished everyone a Merry Christmas.

The next full Council meeting will be on Monday 2nd February 2026, however there will be an extraordinary meeting in January.

There being no further business to transact the meeting was closed at 20:52.

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

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