



## Minutes of the Meeting of Hilton Parish Council on Monday 13<sup>th</sup> 2026 at 19:30 in Hilton Methodist Church Hall

Present: Cllr P. Balicki (Chairman), Cllr J. Capes, Cllr R. Dulstone, Cllr E. McCarthy, Cllr R. Norton, Cllr C. Sarkies, Cllr M. Stott, Cllr C. Wood.  
In attendance: The Deputy Clerk (N. di Castiglione), C. Cllr D. Keane,  
and 4 members of the public.

Meeting commenced 19:30.

25/26-230. To receive any apologies for absence.

There were no apologies.

25/26-231. 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.

25/26-232. 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 7.31pm to receive comments and observations from members of the public and to receive reports from the County and District Councillors. DCllr Tevlin had sent apologies and CCllr Keane would arrive late. The Chairman used his discretion to change the order of business to allow CCllr Keane to speak at a later point.

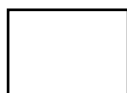
MoP 1 asked about the whereabouts of the Maze Information Board and if the Maintenance Contractor is to mow the grass in front of Oak Tree Farm. It was confirmed the Maze Information Board is in the Pavilion and is to be restored and put back. The Deputy Clerk will make contact with the parishioners at Oak Tree Farm and get back to the Maintenance Contractor thereafter.

MoP 2 asked about the fencing quotations for around the Major Oak. It was confirmed this to be discussed later in the meeting.

MoP 3 indicated a desire to speak about the work of the Maintenance Person later in the Meeting.

Meeting reconvened at 7.40pm

25/26-233 To approve the minutes of the Parish Council Meeting held on Monday 2<sup>nd</sup> March 2026, and the minutes of the Planning Committee Meeting held on Monday 16<sup>th</sup>



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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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March 2026.

It was **RESOLVED** that the Minutes of the Parish Council Meeting held on Monday 2<sup>nd</sup> March 2026 are approved as a true record.

It was **RESOLVED** that the Minutes of the Planning Committee Meeting held on Monday 16<sup>th</sup> March 2026 are approved as a true record.

25/26-234. 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.

The summary produced by Cllr Keane on how to claim for **pothole damage** was published on the HPC website. With the replacement of sodium lamps with LED lanterns and the **MPAN reassessed wef 1<sup>st</sup> March** for the streetlighting, the first signs are this will generate significant **month-by-month savings on our energy costs**. Notification has been received that an application by the **Methodist Church to host a pink bin** on their site has been successful and is now on the HDC waiting list for action. **Wind damage to a tree at the corner of the churchyard** with potential health and safety implications was speedily addressed and the work done within 24 hours. Monach Farm has received an assurance that **damage caused to the tarmac by a water leak on Wraggs Row will be repaired** c/o Cambridge Water. Several comments have been made by parishioners expressing surprise the **20mph speed limit** starts/ends at the shop on Potton Road rather than at the Papworth side of the Church End junction and also excludes the road across The Green. The inaugural meeting for the Hilton Flood Action Working Group has been set for Tuesday 2<sup>nd</sup> June 2026. The Chairman of the Finance Committee was involved in the **decision to transfer a sum from savings to the current account to maintain liquidity** until the first part of the 2026/7 Precept arrives.

25/26-235. To review and ratify the decisions made under the scheme of delegation.

Comment for Councillors in Dropbox:

25/26-235.1 Payment to Cambridge Trees Ltd - £600.00

25/26-235.2 Payment to Wicksteed Leisure Ltd - £180.00

25/26-235.3 Authorisation to get emergency tree work by Cambridge Trees Ltd - £300.00.

The Chairman was consulted and agreed it was not appropriate for the contractors to wait 7 weeks for settlement and for the emergency work to be done.

It was **RESOLVED** that these decisions were ratified.

25/26-236. Green Open Spaces

25/26-236.1 To receive the verbal report and decide any actions.

It was noted a Volunteers Group will meet and be working round the village on Saturday 18<sup>th</sup> April 2026.

25/26-236.2 To consider the recommendation of the Green Open Spaces Working Group after looking at a range of alternatives- for a simple post and rope fencing around the Major Oak (as a replacement for the existing temporary orange plastic provision) to be supported by a quotation for materials, suitable signage designed after advice from our insurer, and decide any actions.

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It was **RESOLVED** that this matter will be considered at a subsequent meeting when all the relevant information is available.

[25/26-236.3 To consider the recommendation of the Green Open Spaces Working Group- having heard the views of consultants and tree surgeons on the best way forward whilst recognising this as an ongoing project- to seek quotations for trimming the '7 eccentricities on the Major Oak which would more than meet the recommendations of Haydens \(summer 2025\) and satisfy the views of the HDC Tree Officer.](#)

It was **RESOLVED** that quotations be sought for trimming the '7 eccentricities' on the Major Oak.

[25/26-236.4 To consider the recommendation of the Green Open Spaces Working Group- in respect of the aspirations and proposals of parishioners to tidy up the frontage/verge and informal pathway in front of their property- for an adjustment to the proposal removing a 'Hard edge' at the bottom of the verge and agree any actions.](#)

It was **RESOLVED** that HPC is happy to see the parishioners' aspirations proceed subject to the continuance of a 'SOFT edge' at the bottom of the verge.

[25/26-236.5 To consider the recommendation of the Green Open Spaces Working Group for the sensitive relocating of two small trees also suitable cutting back of impeding foliage around the entrance to the Wilderness by volunteers as part of alleviating concerns about access for agricultural machinery down or adjacent to Wraggs Row; and to seek a quotation for the suitable cutting back of overgrowing/overhanging foliage along the southern boundary track, and agree any actions.](#)

It was **RESOLVED** that sensitive relocation of two small trees that impede agricultural machinery (when access to the Wilderness is not possible down Wraggs Row) be approved and actioned. Councillors Balicki, Capes, McCarthy, Norton, Stott, Suckling and Wood were in favour. Councillor Dulstone voted against the proposal.

It was **RESOLVED** that the Volunteers Group be asked to cut back overhanging foliage impeding access of agricultural machinery from Wraggs Row to the Wilderness.

It was **RESOLVED** that more than one quotation be sought for cutting back overgrowing and/or overhanging foliage along the southern boundary track in the Wilderness.

[25/26-236.6 To consider the recommendation of the Green Open Spaces Working Group in respect of the damaged ground around the goalposts – to facilitate repair and safe use by parishioners.](#)

It was **RESOLVED** that enquiries be made to see if the goalposts can be moved – in the direction of the Wilderness – to allow suitable repairs to the existing goal areas; and if not repairs undertaken to one goal at a time.

[25/26-237. To consider planning application 26/00570/TREE – 17 Scotts Close < crown reduction to Front Garden Oak and removal of overextended lateral branches; also crown reduction to Rear Garden Oak and removal of overextended branches> and agree any response.](#)

It was **RESOLVED** that HPC has no comment to offer on these proposals.

[25/26-238. To consider planning application 26/00109/HHFUL – 7 Tithe Close, proposed](#)



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single storey front extension with proposed first floor extension, new dormer windows to both side elevations and new cladding to front elevation > REVISED PLANS, and agree any response.

It was **RESOLVED** that HPC has no comment to offer on these revised plans.

[25/26-239. To consider the Jubilee Playground Inspection Report \(February 2026\) and decide any actions.](#)

It was **RESOLVED** that as all items raised are deemed 'low risk' no action is required on the basis of this report. It was noted that the monthly inspections of the equipment by the Maintenance Person had identified a concern not raised by the formal inspection report and **RESOLVED** that the Deputy Clerk would investigate further and raise the matter with the inspection company.

[25/26-240. To consider a 3.25% increase in the Maintenance Contract with JCS for 2026-2027 \(from £11,203pa\) to £11,567pa plus for additional hours \(from £30.80\) to £31.80, and agree any actions.](#)

It was **RESOLVED** that the contract sum for the Maintenance Contract be uplifted by 3.25% with effect from 1<sup>st</sup> April 2026, to £11,567pa with any additional hours uplifted to £31.80ph.

[25/26-241. To discuss and decide upon renewing membership of the Cambridgeshire and Peterborough Association of Local Councils \(CAPALC\) – cost £492.99 inc. affiliation to NALC \(£427.03 in 2025\).](#)

It was **RESOLVED** that membership of CAPALC by HPC be renewed at a cost, including affiliation to NALC, of £492.99.

[25/26-242. To note that if we have a contested election for positions on the Parish Council a change of date for the May meeting will be required and, in such circumstances, agree a new date.](#)

This item was needed no longer as it was an uncontested election.

[25/26-243. To consider the letter from Citizens Advice Rural Cambs and agree any actions.](#)

It was **RESOLVED** that HPC would not make a donation in support of Citizens Advice Rural Cambs and suggest an approach be made to Hilton Town Trust instead.

[25/26-244. To note and consider the report and recommendations on the Village Garden and decide any actions.](#)

It was **RESOLVED** that a sum of up to £500 be allowed for implementation of the proposals presented and an approach be made to the parishioner who renovated the Village Sign previously to enquire if they were able to repeat the exercise later in the year.

[25/26-245. To receive a verbal report on the provision of cricket courses for children in June/July 2026, including potential dates, and agree any actions.](#)

It was **RESOLVED** that Cllr Stott had authority to take actions to implement the proposals with a view to courses being offered for 7 weeks following the May half-term break, with support from other Cllrs to open up the Pavilion

[25/26-246. To consider the draft plan for PARKING regarding the Fireworks and Bonfire event, and agree any actions.](#)

It was **RESOLVED** the draft plan for parking (which reflects how it has happened in the last

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couple of years) be adopted and posted in the Fireworks section of the HPC website nearer the event.

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

25/26-248. To review and receive the financial reports.

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

25/26-249. To note payments received – Interest £507.83.

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

25/26-250. To approve payments:

Minute Ref	Payee	Description	Amount	Method	Legislation
25/26-250.1	JSC Services	Maintenance Contract – February 2026	£933.58	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
25/26-250.2	Payroll	Payroll – March 2026 (inc. HMRC and NEST)	£1640.73	S/O	General Power of Competence
25/26-250.3	Ecotricity	Pavilion Electricity – February 2026	£24.42	DD	General Power of Competence
25/26-250.4	Valda Energy	Street Lighting- February 2026 (DD to taken 10/3/26)	£312.48	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
25/26-250.5	Microsoft	Office Package – Feb. 2026	£11.52	BACS	General Power of Competence
25/26-250.6	Cambridge Trees Ltd	Tree pruning	£600.00	BACS	Open Spaces Act 1906 s10 - Power to maintain open spaces
25/26-250.7	Wicksteed Leisure	Safety Inspection	£180.00	BACS	Local Government (Miscellaneous Provisions) Act 1976, s19
25/26-250.8	Shell	Petrol for Maintenance Person	£8.73	Equals Card	General Power of Competence
25/26-250.9	Ibbetts	Aspen 2 fuel for Maintenance Person	£24.50	Equals Cards	General Power of Competence
25/26-250.10	Ibbetts	Repair of kombi unit equipment for Maintenance Person	£40.20	Equals Card	General Power of Competence
25/26-250.11	K & M Lighting Services	Street lighting maintenance charges Q1 26/27	£190.07	BACS	Parish Councils Act 1957 – s3 – Power to light roads and public places
25/26-250.12	Cambridge Trees Ltd	Emergency tree work	£300.00	BACS	Open Spaces Act 1906 s10 - Power to maintain open spaces
25/26-250.13	Unity Trust	Account Fee – March 2026	£7.00	DD	General Power of Competence

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

County Councillor Keane had arrived (following another meeting) at 8.10pm. He had submitted a written report and summarised it as follows: The County Councillor's March report covers highways, committee work and local engagement across the division. On highways, resurfacing works at Hemingford Abbots are complete, Rideaway drainage issues have been logged, and he continues to press for updates on Huntingdon Road and Hall Green Lane in Fenstanton. He is also closely monitoring the A141 / St Ives Improvement Scheme, where changes have already been made following resident feedback. At County Council, he attended Adults and Health, Assets and Procurement, Full Council and Pension Fund committees. Key decisions included additional funding for drug and alcohol Treatment services and approval of a £58 million highways maintenance programme for 2026/27. Locally, he attended multiple parish council meetings (including Hilton), community litter picks and civic events, and responded to the government consultation supporting option E, sharing that response with parishes and partners. He remains available to follow up on any local issues raised.

[25/26-251. 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 reported he had been in discussion with the parishioners responsible for the tree that has fallen across The Ware and options for its safe and suitable removal are being looked at.

Cllr Balicki drew attention to the webinar on April 29<sup>th</sup> and the workshop on May 5<sup>th</sup> relating to flood-related issues.

*In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted in the remainder of this meeting it is advisable that the Public and Press be excluded at this point.*

It was **RESOLVED** that the County Councillor and members of the public apart from one be asked to leave the meeting.

The meeting was adjourned at 20.53.

The meeting reconvened at 20.55.

[25/26-247. To note changes to the Minimum Living Wage wef 1<sup>st</sup> April 2026 require HPC to uplift the hourly rate for the Maintenance Person from £12.65 to £12.71ph; and authorise this to be implemented in the April payroll.](#)

It was **RESOLVED** that the hourly rate for the Maintenance Person be raised to the new

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[www.hiltonparishcouncil.com](http://www.hiltonparishcouncil.com)

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Minimum Living Wage of £12.71ph wef 1<sup>st</sup> April 2026.

Having heard concerns expressed by MoP 3 on behalf of the Maintenance Person it was **RESOLVED** that a meeting with members of the Green Open Spaces Working Group and the Maintenance Person be set up with a view to expressing appreciation, resolving concerns and setting clear as well as mutually agreed boundaries to facilitate the effective achievement of the valuable work being done.

MoP 3 left the meeting.

[25/26-252. To note the conclusion of an easement negotiation, confirm the Council's agreement and agree any actions.](#)

It was noted that following a meeting with the householders agreement had been reached for an easement and the matter was now in the hands of the council's lawyers to bring to a conclusion.

[25/26-253. To note an approach for a possible new easement, form an initial view and agree any actions.](#)

It was noted that HPC would welcome an application for an easement and this would involve asking the District Valuer to offer an assessment with the costs of the DV' report and upon agreement of the easement the legal costs to be borne by the applicants. It was **RESOLVED** that the Deputy Clerk inform the householder(s) and enquire if they wished to proceed.

[25/26-254. To consider the quotation to provide legal advice \(£500.00 + VAT\) regarding the assignment of land and/or property to Hilton Parish Council, agree what questions need to be asked/issues raised and agree any actions.](#)

It was **RESOLVED** that legal advice be sought based on the quotation for £500.00 + VAT and the questions to be asked/issues raised to include: Can HPC comply with the wishes of the deceased and what are the risks; as the bones of the deceased animals can't be found, is a plaque a suitable alternative; can the land be added into The Green; what should/could be interpreted by a "pagoda type" structure; is other advice for HPC to 'do your best' robust?

[25/26-255. To consider the updated quotation \(£3,500 + VAT in November 2023 to £4,000 + VAT\) for the proposed demolition of a shed in in respect of the assignment of land and/or property to Hilton Parish Council and agree any actions.](#)

The updated quotation was noted.

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There being no further business to transact the meeting was closed at 21:27.

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

DRAFT

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Nicola Webster, Clerk, Hilton Parish Council  
10 Church End, Hilton, Huntingdon, Cambridgeshire, PE28 9NJ  
Email: [clerk@hiltonparishcouncil.com](mailto:clerk@hiltonparishcouncil.com)  
[www.hiltonparishcouncil.com](http://www.hiltonparishcouncil.com)

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