



## Minutes of the Annual Meeting of Hilton Parish Council on Monday 11<sup>th</sup> May 2026 at 19:30 in Hilton Methodist Church School Room

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

In attendance: The Clerk (N. di Castiglione), C.Cllr D. Keane (arrived 19.49) and one Member of the Public.

Meeting commenced 19:30

26/27-1. To elect a Chair

It was **RESOLVED** that Cllr P. Balicki is elected as Chairman for the 26/27 municipal year.

26/27-2. To elect a Vice-Chair

It was **RESOLVED** that Cllr E. McCarthy is elected as Vice-Chairman for the 26/27 municipal year.

26/27-3. To receive the declarations of acceptance of office of Chair and Vice-Chair

Cllr Peter Balicki signed his declaration of acceptance of office as Chaiman. Cllr Ett McCarthy signed his declaration of acceptance of office as Vice-Chairman.

26/27-4. To receive any apologies for absence.

There were no apologies.

26/27-5. 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.

26/27-6. 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 19:35 to allow comments and observations from members of the public and to receive reports from the County and District Councillors.

The Member of the Public present wanted to raise matters not on the agenda and was advised to put them in writing to the Clerk for consideration on another occasion.

C Cllr David Keane had sent a written report and because he was expecting to be late also an abbreviated version which was read to the meeting:



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**“Short summary:**

This is a shorter report due to Easter and elections, with no county committee meetings, but continued work locally and across the division. I ... congratulate Nick Sarkies on his election as the District Councillor and look forward to working with him. A big thank you to everyone who voted.

**Highways and local issues:** progress continues on several fronts — Harrison Way works completed, Low road junction is being upgraded for the new housing and there has been other remedial work on the low road while that is closed. Work is ongoing on pathways, Tiger Bus options, and residents’ parking.

**Wider work:** discussions at county level have focused on local government reorganisation and the future of adult social care services.

**Engagement:** regular attendance at parish meetings and community events has continued throughout the month.

**Key updates:** the A141 scheme is progressing slowly towards a 2026 milestone, and county-wide there’s been a new long-term vision launched, investment in a mobile library, and continued improvements in school placement outcomes.

**In summary:** a steady month focused on resolving local issues, maintaining engagement, and contributing to longer-term county planning.”

19:45 Meeting reconvened.

[26/27-7. To approve the minutes of the Parish Council Meeting held on Monday 13<sup>th</sup> April 2026 and the meeting of the Finance Committee held on Wednesday 6<sup>th</sup> May 2026](#)

It was **RESOLVED** that the minutes of the Parish Council Meeting held on Monday 13<sup>th</sup> April 2026 are approved as a true record. It was **RESOLVED** that the minutes of the Finance Committee held on Wednesday 6<sup>th</sup> May 2026 are approved as a true record.

CCLlr Keane arrived at 19.47.

[26/27-8. 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](#)

There are **2 normal vacancies** resulting from the uncontested election. A **meeting between the Maintenance Person and members of the Green Open Spaces Management Working Group** has been organised for 18<sup>th</sup> May. The District Valuer has been instructed and agreed to act in respect of the **new easement application**. The quotation in respect of **materials for the post and rope alternative for fencing round the Major Oak** is on the agenda at item 26/27-36.2. The Council’s insurer has stated it will offer no advice for **warning signage relating to the Major Oak** but asks for a risk assessment to be carried out – all the relevant information is to hand and can be collated into one document. Two local farmers have been invited to submit **quotations to flail the track along the bottom edge of The Wilderness**.

The revised payments under the **Maintenance Contract** have been confirmed by email with

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the Contractor. The householders of **Oak Tree Farm** were visited and confirmed they want HPC to mow the grass at the front of their property; the Maintenance Contractor has actioned this and indicated this will come as an additional charge. **Legal advice in respect of the bequest to HPC** has been sought and on the agenda at item 26/27-41. A request from a non-parishioner to use **The Green as a point for lift/off and landing a hot-air balloon was declined**. Work commissioned on **Ware holes** should be done in early to mid-June.

MoP left the meeting at 19.55.

[26/27-9. To review and ratify the decisions made under the scheme of delegation](#)

There were no decisions.

[26/27-10. To review the delegation arrangements to committees and officers](#)

[26/27-10.1. Scheme of Delegation](#)

[26/27-10.2. Emergency Delegation of Urgent and Routine Matters](#)

It was **RESOLVED** that the delegation arrangements were reviewed and adopted.

[26/27-11. To review the terms of references for the committees, officers and working groups:](#)

[26/27-11.1. Planning Committee](#)

[26/27-11.2. Staffing Committee](#)

[26/27-11.3. Finance Committee](#)

[26/27-11.4. Complaints Review Panel](#)

[26/27-11.5. Responsible Financial Officer](#)

[26/27-11.6. Open Spaces Officer](#)

[26/27-11.7. Emergency Officer](#)

It was **RESOLVED** that the terms of reference were reviewed and adopted in respect of the Planning Committee, the Staffing Committee, the Complaints Review Panel and that each of these Committees should look at the same again at the first meeting of these Committees.

It was **RESOLVED** that the Finance Committee terms of reference: version 2 were examined and adopted.

It was **RESOLVED** that the terms of reference for the Responsible Finance Officer were reviewed and adopted with the amendment to include instructing also the external audit.

It was **RESOLVED** that the terms of reference for the Open Spaces Officer and the Emergency Officer were reviewed and adopted; also, that the terms of reference for the Emergency Officer be looked at again in the first meeting of the Hilton Flood Action Working Group (June 2<sup>nd</sup>, 2026).

[26/27-12. Appointment of members to committees, officers and working groups](#)

**Finance Committee:**

Cllr Peter Balicki, Cllr Rob Dulstone, Cllr Ett McCarthy, Cllr Richard Norton, Cllr Matt Stott.

**Planning Committee:**

Cllr Peter Balicki, Cllr Rob Dulstone, Cllr Ett McCarthy, Cllr Matt Stott, Cllr Sarah Suckling, Cllr Christopher Wood.



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**Staffing Committee:**

Cllr Peter Balicki, Cllr Ett McCarthy, Cllr Richard Norton, Cllr Sarah Suckling.

**Green Spaces Management Working Group:**

Cllr Peter Balicki, Cllr Richard Norton, Cllr Sarah Suckling, Cllr Christopher Wood, Mr Kieron Dunk, Mr Ian Stott.

**Complaints Review Panel Committee:**

Cllr Peter Balicki, Cllr Rob Dulstone, Cllr Ett McCarthy, Cllr Richard Norton.

**Policy Advisory Group:**

Cllr Peter Balicki, Cllr Ett McCarthy, Cllr Richard Norton, Cllr Sarah Suckling.

**Media Working Group:**

Cllr Peter Balicki, Cllr Richard Norton.

**Fireworks Working Group:**

Cllr Matt Stott, Cllr Christopher Wood. Two parishioners are to be approached to enquire if they wish to be involved.

**LHI Bid Working Group:**

Cllr Peter Balicki, Cllr Rob Dulstone, Cllr Richard Norton, Cllr Matt Stott.

**Hilton Flood Action Working Group:**

Cllr Peter Balicki, Cllr Richard Norton, Cllr Matt Stott, Cllr Sarah Suckling, Ms Claire Tevlin, Mr Tim Rhys-Jones, Mr Dave Ruddy, Mr Bill Smith.

**Tree Warden:**

Mr Ian Stott assisted by Cllr Matt Stott and Mr John Carter.

**Emergency Officers (sharing the role):**

Cllr Sarah Suckling, Cllr Christopher Wood. A parishioner is to be approached about supporting as a Deputy.

**Open Spaces Officer:**

Mr Ian Stott.

**Hilton Town Trust:**

The Clerk to approach HTT to ascertain the rotation cycle for trustees before the Council confirms nominees.

**Easements Working Group, the Pavilion Working Group, the Confidential Solicitor's Matters Working Group and the Churchyard Working Group:**

It was **RESOLVED** that these Working Groups had run their course and should be abandoned/dissolved.

[26/27-13. Review and adoption of standing orders](#)

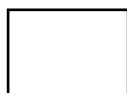
It was **RESOLVED** that the standing orders (NALC '25) were reviewed and adopted (with grammatical errors corrected).

[26/27-14. Review and adoption of financial regulations](#)

It was **RESOLVED** that the financial regulations (NALC '25) were reviewed and adopted.

[26/27-15. Review of representation on or work with external bodies and arrangements for reporting](#)

[26/27-15.1. Hilton Village Hall Committee](#)



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It was **RESOLVED** that Cllr Ett McCarthy and Cllr Peter Balicki are appointed as the Hilton Village Hall Committee representatives; Cllr McCarthy to serve through the winter months and Cllr Balicki in summer months.

26/27-15.2. A428 Community Forum

It was **RESOLVED** that Cllr Peter Balicki will continue to be the Council's representative to the A428 Community Forum.

26/27-15.3. East-West Rail Local Representatives Group

It was **RESOLVED** that Cllr Peter Balicki will continue to be the Council's representative to the EWR Local Representative's Group.

26/27-16. Review of inventory of land and other assets

26/27-16.1 Asset Management Plan

26/27-16.2 Asset Register

It was **RESOLVED** that the Asset Management Plan and Asset Register were reviewed and adopted, including amendments to the Register verified and recommended by the Finance Committee.

26/27-17. Confirmation of arrangements for insurance cover in respect of all insurable risk

26/27-17.1. General Risk Assessment

It was **RESOLVED** that the General Risk Register was reviewed and adopted.

26/27-17.2. Renewal of insurance policy – three-year long-term agreement, renewal date 03/06/2026

It was **RESOLVED** that this item be considered at the next meeting when more information to hand from the Council's insurer, in particular the premium.

26/27-18. Review of the Council's subscriptions to other bodies – CAPALC, SLCC & ICO

It was **RESOLVED** that the Council will continue to subscribe to CAPALC, SLCC and ICO.

26/27-19. Review of the Council's complaints procedure

It was **RESOLVED** that the complaints procedure was reviewed and adopted.

26/27-20. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation

26/27-20.1. Publication Scheme

26/27-20.2. Freedom of Information Policy

26/27-20.3. Information and Data Protection Policy

26/27-20.4. Records Management Policy

It was **RESOLVED** that policies under freedom of information and data protection were reviewed and adopted.

26/27-21. Review of the Council's policy for dealing with the press/media

26/27-21.1. Media Policy

It was **RESOLVED** that the Media Policy was reviewed and adopted.

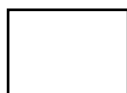
26/27-22. Review of the Council's employment policies and procedures

26/27-22.1. Disciplinary and Grievance Policy

26/27-22.2. Equal Opportunities Policy

26/27-22.3. Health and Safety Policy

26/27-22.4. Lone Working Policy



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[26/27-22.5. Recruitment Policy](#)

[26/27-22.6. Training and Development Policy](#)

[26/27-22.7. Sickness Absence Policy](#)

[26/27-22.8. Expenses Policy](#)

[26/27-22.9. Dignity at Work Policy](#)

It was **RESOLVED** that the Council's employment policies were reviewed and adopted.

[26/27-23. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 and review of the Section 137 Expenditure Policy](#)

It was noted there was no expenditure as the Council has the General Power of Competence.

Cllr Keane left the meeting at 21.09.

[26/27-24. Review of the other policies](#)

[26/27-24.1. Dispensation Procedure](#)

[26/27-24.2. Children and Adults at Risk Safeguarding Policy](#)

[26/27-24.3. Green Spaces Management Policy](#)

[26/27-24.4. Reserves Policy](#)

[26/27-24.5. Grant Making Policy](#)

[26/27-24.6. Correspondence Policy](#)

[26/27-24.7. Tree Assessment Policy](#)

[26/27-24.8. Councillor Induction Protocol](#)

[26/27-24.9. Accessibility Statement](#)

[26/27-24.10. Privacy Policy](#)

[26/27-24.11. Co-option Policy](#)

[26/27-24.12. Pavilion Lettings Policy](#)

It was **RESOLVED** that the other policies were reviewed and adopted; and that the Children and Adults at Risk Safeguarding Policy be tidied up and brought to the July meeting for a further review.

[26/27-25. Review the Council's Code of Conduct](#)

It was **RESOLVED** that the Code of Conduct was reviewed and adopted; and that all Councillors should read the document again for independent consideration at the next full meeting.

[26/27-26. Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council](#)

It was **RESOLVED** that the meetings are set as follows:

Monday 1st June 7:30pm

Monday 6<sup>th</sup> July 7:30pm

Monday 7<sup>th</sup> September 7:30pm

Monday 5<sup>th</sup> October 7:30pm

Monday 2<sup>nd</sup> November 7:30pm

Monday 7<sup>th</sup> December 7:30pm

Monday 1<sup>st</sup> February 7:30pm

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Monday 1<sup>st</sup> March 7:30pm

Monday 6<sup>th</sup> April 7:30pm

Monday 10<sup>th</sup> May 7:30pm (This is likely to be in the Methodist Church)

[26/27-27. Review the Action Plan 2025/26](#)

It was **RESOLVED** that the Action Plan 2025/26 was reviewed and the conclusions/outcomes proposed accepted.

[26/27-28. Agree the Action Plan 2026/27](#)

It was **RESOLVED** that the Action Plan 2025/26 was agreed; with the addition of a new objective – the establishing of the Hilton Flood Action Working Group and associated roles.

[26/27-29. Review of the effectiveness of the Council's system of internal control](#)

It was **RESOLVED** that the Council's system of internal control was reviewed and deemed effective; also, that Cllrs Norton and Stott would cast a fresh eye on the document to due ensure rigour and integrity are maintained.

[26/27-30. Note that the bank reconciliations have been verified by a member other than the Chair](#)

It was **RESOLVED** that it was **NOTED** the Cllrs R. Dulstone and R. Norton had verified the bank reconciliations up to March 2026 and found no anomalies.

[26/27-31. Review the Council's banking arrangements](#)

It was **RESOLVED** that the Council's banking arrangements were reviewed and adopted.

[26/27-32. Agree the direct debits and standing orders](#)

It was **RESOLVED** that the direct debits and standing orders were agreed; and these included the change of DD from Yu Energy to Valda Energy (in the course of 25/26) for the provision of streetlighting energy.

[26/27-33. Agree that payments may be made by BACS via online banking](#)

It was **RESOLVED** that payments may be made by BACS via online banking.

[26/27-34. Consider and decide upon the recommendation for the allocation of Earmarked Reserves](#)

It was **RESOLVED** that the adjustments to Earmarked Reserves proposed by the Finance Committee were noted and agreed.

[26/27-35. Annual Governance and Accountability Review: To note the Internal Audit visit will take place on June 4<sup>th</sup>, agree a date for an Extraordinary Meeting to receive the Internal Audit Report, approve the Annual Governance Statement, approve the Accounting Statement and set the dates for the Period of Electors' Rights](#)

The date of the Internal Audit visit was **NOTED** as 4<sup>th</sup> June 2026. It was **RESOLVED** an Extraordinary Meeting will be held on Tuesday 23<sup>rd</sup> June 2026 to receive the Internal Audit Report, approve the Annual Governance Statement, approve the Accounting Statement and set the date for the Period of Electors' Rights.

[26/27-36. Green Open Spaces](#)

[26/27-36.1. Receive the verbal report](#)

A Volunteers Group had met and worked on Saturday 18<sup>th</sup> April.



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26/27-36.2. To consider the quotation for materials required for the replacement of the existing temporary orange plastic fencing round the Major Oak with a post and rope alternative and agree any actions

It was **RESOLVED** that the quotation in the sum of £748.63 was accepted and should be actioned as soon as possible; and that the Clerk advise contractors who had quoted for a post and rail alternative that another solution was being pursued. It was **RESOLVED** that Cllrs Norton and Suckling would replace two damaged sections of the orange plastic fencing in the short-term.

26/27-37. To consider the offer of a parishioner to renovate the Village Sign “later in the year” and agree any actions

It was **RESOLVED** that this be approved and accepted.

26/27-38. To note the resignation of Nicola Webster as Clerk and RFO, confirm the appointment of Nigel di Castiglione as Clerk and RFO and the uplift of his salary to NJC scale point 24 (£18.35 ph) and agree any related actions

It was **RESOLVED** that the resignation be NOTED effective from 12<sup>th</sup> May 2026 and the appointment of the new Clerk and his revised salary rate be effective from 13<sup>th</sup> May 2026.

26/27-39. To receive an update on the provision of Cricket in summer 2026 and agree any actions

It was **NOTED** it is now unlikely formal cricket courses will be provided over the summer.

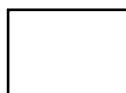
26/27-40. To note the Parochial Church Council has a) advised HPC the repair programme to the churchyard walls is to take place between early June and late August 2026; b) indicated this will include occasions when use of the path at the bottom end of the churchyard leading to the Lychgate will not be safe to use; and, c) is seeking support for the approved contractor to set up a fenced compound/cage for storage of materials and equipment for the duration; and agree any actions

It was **NOTED** that an update indicated the preferred location for the cage/compound is now at the west end of the Green, the contractor would like to cut out sections of the turf at the east end of the churchyard walls so that the fencing can stand upright and reduce the impediment to parishioners and that any damage would be put right at the end of the contract.

It was **RESOLVED** that HPC supports these requests and that the Clerk should advise the Common Rights Holders of what is to happen and ask the PCC to liaise with the Feast Week Committee as to whether (in the interests of Health and Safety as well as Safeguarding obligations) any plan for a ‘Teddy Bears Picnic’ should be adjusted to a more suitable location.

26/27-41. To note the legal advice received in respect of a bequest and consider any actions

It was **RESOLVED** that the legal counsel received still left questions unanswered which should be explored with the solicitor acting for the estate and consideration be given as to whether an indemnity be purchased to protect the interest of HPC should the bequest be accepted.



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26/27-42. To consider a claim for mileage expenses (2025/6) in the sum of £82.55 submitted by the Deputy Clerk and agree any actions

It was **RESOLVED** that the claim was approved for payment.

26/27-43. To consider planning application 26/00764/HFUL, Kingswillow Cottage, St Ives Road, PE28 9NL - proposed two-storey side extension and internal alterations - and agree any response

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

26/27-44. Review and receive the financial reports

It was **RESOLVED** that these reports are reviewed and received; including the Balance Sheet and Finance Report to go to the Annual Parish Meeting.

25/26-45. Payments received: Precept 26/7 part 1 £20,785.00 (29<sup>th</sup> April 2026)

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

26/27-46. Approve payments

Ag/Min. Ref	Payee	Description	Amount	Method	Legislation
26/27-46.1	JSC Services	Maintenance Contract – April 2026	£963.92	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
26/76-46.2	Payroll	Payroll (inc. NEST and HMRC)	£1,643.15	S/O, DD and BACS	General Power of Competence
26/27-46.3	N A di Castiglione	Mileage expenses 25/26	£82.55	BACS	General Power of Competence
26/27-46.4	Ecotricity	Pavilion Electricity – Feb. 2026	£25.94	DD	General Power of Competence
26/27-46.5	Valda Energy	Street Lighting Energy – March 2026	£86.47	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
26/27-46.6	Microsoft	Office Package – March 2026	£11.52	BACS	General Power of Competence
26/27 – 46.7	CAPALC	Annual Membership	£492.99	BACS	General Power of Competence
26/27-46.8	ICO	Data Protection Fee	£52.00	DD	General Data Protection Regulations 2018 – s134 - Fees
26/27-46.9	Amazon	Materials for Maintenance Person: (3 items – 12.58 + 28.44 + 14.97 = 55.99)	£55.99	Equals Card	General Power of Competence
26/27-46.10	Unity Trust	Account Fee – Apr 2	£7.00	DD	General Power of Competence

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

26/27-47. 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 Dulstone advised the meeting the death of a well-known parishioner had been made public through social media.



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The next full Council meeting will be on Monday 1st June 2026.

There being no further business to transact the meeting was closed at 21.45.

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

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