



I hereby give notice that the Annual Meeting of Hilton Parish Council will be held at 7.30pm on Monday 11<sup>th</sup> May 2026 in  
**Hilton Methodist Church Hall**

The Public and Press are cordially invited to be present.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.

Nicola Webster  
Clerk & RFO  
06/05/2026

*Please note that any individual can record, film or live stream open meetings of public bodies in accordance with The Openness of Local Government Bodies Regulations 2014.*

### AGENDA

- 26/27-1. To elect a Chair.
- 26/27-2. To elect a Vice-Chair.
- 26/27-3. To receive the declarations of acceptance of office of Chair and Vice-Chair.
- 26/27-4. To receive any apologies for absence.
- 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.
- 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.

### **Comments and observations from members of the public and to receive reports from the County and District Councillors**

*Members of the public are reminded that the period which is designated for public participation shall not exceed 10 minutes and each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. Please note that members of the public may not speak for the remainder of the meeting without the express approval of the Chair.*

- 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.
- 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.*
- 26/27-9. To review and ratify the decisions made under the scheme of delegation.
- 26/27-10. To review the delegation arrangements to committees and officers
  - 24/25-10.1. Scheme of Delegation.
  - 24/25-10.2. Emergency Delegation of Urgent and Routine Matters.
- 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.

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- 26/27-11.6. Open Spaces Officer.
- 26/27-11.7. Emergency Officer.
- 26/27-12. Appointment of members to committees, officers and working groups.
- 26/27-13. Review and adoption of standing orders.
- 26/27-14. Review and adoption of financial regulations.
- 26/27-15. Review of representation on or work with external bodies and arrangements for reporting.
  - 26/27-15.1. Hilton Village Hall Committee.
  - 26/27-15.2. A428 Community Forum.
  - 26/27-15.3. East-West Rail Local Representatives 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.
- 26/27-17. Confirmation of arrangements for insurance cover in respect of all insurable risk.
  - 26/27-17.1. General Risk Assessment.
  - 26/27-17.2. Renewal of insurance policy – three-year long-term agreement, renewal date 03/06/2026.
- 26/27-18. Review of the Council's subscriptions to other bodies – CAPALC, SLCC & ICO.
- 26/27-19. Review of the Council's complaints procedure.
- 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.
- 26/27-21. Review of the Council's policy for dealing with the press/media.
  - 26/27-21.1. Media Policy.
- 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.
  - 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.
- 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.
- 26/27-24. Review of the other policies.
  - 26/27-24.1. Disclosable Pecuniary Interests 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.
- 26/27-25. Review the Council's Code of Conduct.
- 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.
- 26/27-27. Review the Action Plan 2025/26.
- 26/27-28. Agree the Action Plan 2026/27.
- 26/27-29. Review of the effectiveness of the Council's system of internal control.
- 26/27-30. Note that the bank reconciliations have been verified by a member other than the Chair.
- 26/27-31. Review the Council's banking arrangements.
- 26/27-32. Agree the direct debits and standing orders.
- 26/27-33. Agree that payments may be made by BACS via online banking.
- 26/27-34. Consider and decide upon the recommendation from the Finance Committee for the reallocation of Earmarked Reserves.
- 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.
- 26/27-36. Green Open Spaces.
- 26/27-36.1. Receive the verbal report.
- 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.
- 26/27-37. To consider the offer of a parishioner to renovate the Village Sign "later in the year" and agree any actions.
- 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.
- 26/27-39. To receive an update on the provision of Cricket in summer 2026 and agree any actions.
- 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 be not 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.
- 26/27-41. To note the legal advice received in respect of a bequest and consider any actions.
- 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.

- 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.
- 26/27-44. Review the financial reports.
- 26/27-45. Payments received: Precept 26/7 part 1 £20,785.00 (29<sup>th</sup> April 2026).
- 26/27-46. Approve payments.

Minute Ref	Payee	Description	Amount	Method	Legislation
26/27-46.1	JSC Services	Maintenance Contract - Apr	£963.92	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
26/27-46.2	Payroll	Payroll (inc NEST and HMRC) April	£1643.15	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 - Mar	£25.94	DD	General Power of Competence
26/27-46.5	Valda Energy	Street lighting March 2026	£86.47	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
26/27-46.6	Microsoft	Office Package – Mar-Apr	£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	£7.00	DD	General Power of Competence

- 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.