



Minutes of the Meeting of Hilton Parish Council on Monday 1st June 2026 at 19:30 in Hilton Village Hall

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

In attendance: The Clerk (N. di Castiglione), C. Cllr D. Keane, and 4
members of the public.

Meeting commenced 19:30.

26/27-48. To receive any apologies for absence.

There were apologies from Cllr E. McCarthy and D.Cllr N. Sarkies.

26/27-49. 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.

26/27-50. 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 Councillor.

MoP 1 wanted to ask a question and was advised that as the matter was not on the agenda they should submit details to the Clerk for inclusion on a future agenda.

CCllr Keane had sent a written report which was distributed to Cllrs and put in the Supporting Documents. He noted CCC had started the new year much as it had operated in 2025/26. He remains on the Adults' Health and Pensions Committees. The first meeting of The new year included a motion on freight traffic through the county. He has very little case work in Hilton. He had attended the Hemingford Abbots Parish Meeting where 'Lattenburys' had made a presentation and parishioners voiced concerns and questions. Cllr Wood raised a concern over the frequency of repairs required to address junction points on the A14 and Cllr Keane agreed to take the matter forward.

Meeting reconvened at 7.38pm

26/27-51 To approve the minutes of the Parish Council Meeting held on Monday 11th May 2026

It was **RESOLVED** that the Minutes of the Parish Council Meeting held on Monday 11th May



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2026 are approved as a true record.

26/27-52. 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 Clerk reported: a local farming company willing to help with extracting the **fallen tree** across The Ware; expense to be borne by householders. Householder put in touch with contractor. Confirmed the **post and rope fencing** and associated arrangements in respect of the Major Oak. Contacted the Common Rights Holders regarding the need for a cage/compound and fencing along the east end for **the churchyard walls project**; also, the PCC in respect of the possible need to change the location for the 'Teddy Bears Picnic' event as part of Feast Week.

Took counsel with the Clerk to **Hilton TT about HPC nominees as trustees**: terms are for 4 years offset by 2 years with the next renewal is in 2027. Note: Rachel Lawton and Malcolm Lynn remain as trustees - Rachel's term continuing until 2027 and Malcolm's until 2029. Parishioners at **Oak Tree Farm** happy for HPC to continue mowing frontage (which is HPC land) so will take the matter into related discussions with Maintenance Contractor. Visited **Maze** to see damage to repair work done in 2025, then contacted Cliveden Conservation and arranged a site meeting for June 2nd.

Inspected **culvert damage at the east end of Wraggs Row** on edge of the Wilderness. Will need to consider appropriate repairs once a more detailed inspection possible.

26/27-53. To review and ratify decision made under the scheme of delegation.

There were none.

26/27-54. Green Open Spaces: To receive the verbal report and decide any actions.

It was **NOTED** that walk-about are being arranged with the Maintenance Contractor and the Maintenance Person that will clarify boundaries of responsibility consonant with the respective roles and expectations.

Area of overgrown common land in the care of HPC had been identified opposite the pond near the Village Hall; it was **NOTED** this will be cleared to allow suitable mowing and maintenance.

26/27-55. To note the two normal vacancies on the Parish Council and consider candidates for co-option.

It was **RESOLVED** that all candidates should be asked to apply using the standard application appended to the Co-Option Policy.

26/27-56. Code of Conduct: To review the Council's Code of Conduct and agree any actions that are pertinent to compliance to enhance the Council's modus operandi and standing in the parish.

It was **RESOLVED** this was fit for purpose and suitably comprehensive.

26/27-57. To consider the appointment of CAPALC to provide the internal audit service to HPC for 2026/2027 and agree any actions.

It was **RESOLVED** that CAPALC be appointed to provide the internal audit service for 2026-2027 and the Clerk to issue the appointment request.



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26/27-58. To confirm renewal of insurance arrangements, policy LCO02910 in the sum of £1009.76.

It was **RESOLVED** that the renewal should be actioned and the Clerk to pursue some points of enquiry with the insurer.

26/27-59. To consider planning application 26/00902/HHFUL, 9 New England, Hilton PE28 9NP – single storey rear extension following demolition of existing single storey rear projection – and agree any response.

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

26/27-60. To consider a quotation to flail the track along the western edge of the Wilderness in the sum of £600.00 + VAT and agree any actions.

It was **RESOLVED** that this quotation be accepted and the Clerk to instruct the contractor to proceed at a suitable time.

26/27-61. Training for Councillors: To consider if Councillors are able to attend CAPALC training courses, 61.1 Remote 'Code of Conduct' course on June 10th, cost £45 pp (discounted to £35 pp if all Councillors register) and agree any actions; 61.2 In-Person 'Councillor Refresher Training' course in St Ives on July 4th cost £50 pp and agree any actions; 61.3 In-person 'Chairmanship' course (for current Chairs and others considering the role at a future point on July 4th cost £50 pp and agree any actions.

It was **RESOLVED** that Councillors should signal their willingness and availability to the Clerk who will make the bookings.

26/27-62. Clerk Training: To consider a proposal for the Clerk to attend the CAPALC In-Person 'Essential Clerks Training' course on July 11th and 18th cost £250 and agree any actions.

It was **RESOLVED** that the Clerk should attend this course and make the booking arrangement.

26/27-63. To receive a verbal update on the provision of cricket courses summer 2026 and agree any actions.

It was **NOTED** a coach is available on Wednesday evenings starting at 5.30pm from June 3rd and - whilst parents/carers are responsible for looking after their children - arrangements in hand for responsible people to be on site for access to the Pavilion to take note of attendees.

26/27-64. Financial Control: To note a) Unity Bank increased the monthly Service Charge from £6 to £7 effective from March 2026; and b) when the switch from Yu Energy to Valda Energy for streetlighting energy was made in January 2026 HPC was not asked to sign a new Direct Debit mandate and agree any actions.

These changes were **NOTED**.

26/27-65. To review and receive the financial reports.

65.1 Financial Accounts May 2026

65.2 Management Accounts May 2026

65.3 Budget Analysis May 2026

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



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26/27-66. To note payments received:

66.1 £200.00 Refund VAT charged for The Journal contribution, received from Fenstanton PC.

66.2 £3934.35 VAT reclaim from HMRC

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

26/27-67. To approve payments:

Minute Ref	Payee	Description	Amount	Method	Legislation
26/27-67.1	JSC Services	Maintenance Contract – March 2026	£933.58	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
26/27-67.2	JSC Services	Additional work – Oak Tree Farm frontage.	£31.80	BACS	Open Spaces Act 1906 s10 - Power to maintain open spaces
26/27-67.3	Payroll	Payroll – May 2026 (inc. HMRC and NEST)	£1672.23	S/O, DD and BACS	General Power of Competence
26/27-67.4	Ecotricity	Pavilion Electricity	£23.75	DD	General Power of Competence
26/27-67.5	Valda Energy	Street Lighting- April	£69.21	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
26/27-67.6	Microsoft	Office Package – (March/April).	£11.52	BACS	General Power of Competence
26/27-67.7	Amazon	Materials for Maintenance Person	£11.94	Equals Card	General Power of Competence
26/27-67.8	Clear Councils (Ecclesiastical)	Insurance Policy renewal	£1009.76	BACS	General Power of Competence
26/27-67.9	Hilton Village Hall	Hire for HPC meetings	£280.00	BACS	General Power of Competence
26/27-67.10	Unity Trust	Account Fee	£7.00	DD	General Power of Competence

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

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 said a) he would participate in the Hilton Flood Action Working Group's inaugural meeting remotely, b) Mrs Claire Sarkies had confirmed she is willing to remain part of the Fireworks and Bonfire organising team, c) there had been discussion on social media about the length of time it was being taken to repair and reinstate the Maze Information Board.

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



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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 be asked to leave the meeting.

The meeting was adjourned at 20.14.

The meeting reconvened at 20.18.

[26/27-69. To receive feedback from a meeting involving members of the Green Open Spaces Management Working Group and the Maintenance Person and agree any actions.](#)

It was **NOTED** this had been a worthwhile and productive meeting. It was **RESOLVED** that

- a) The Maintenance Person be asked to take back care and maintenance responsibilities for the Jubilee Playground, and relinquish regular duties in respect of the Village Garden;
- b) After separate walkabouts with the Maintenance Contractor and Maintenance Person the boundaries and delineation between the roles be fully documented; and,
- c) The Council is willing to consider providing a modest amount of clothing and footwear deemed necessary for the Maintenance Person's role.

[26/27-70. To note latest correspondence concerning specific expectations regarding a bequest to HPC and agree any actions.](#)

It was **NOTED** the recent correspondence from a relative of the deceased offered a way forward that made the whole project more feasible. It was **RESOLVED** that the Clerk seek letters of comfort from the deceased's family and other beneficiary, and pursue the local solicitor for a response about the provision of an indemnity policy to protect the interests of HPC.

[26/27-71. To consider whether Councillors wish to maintain the practice of showing their register of Members' Interest form on the HPC website in the light of new guidelines effective from June 2026.](#)

It was **RESOLVED** that the Clerk should ask for a link which to shown on the HPC website to direct enquirers to the relevant part of the HDC website when enquirers wanted to examine the Register of Members' Interests data for HPC Councillors.

There being no further business to transact the meeting was closed at 21:05.

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

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