



Minutes of the Meeting of Hilton Parish Council on Monday 7th September 2026 at 19:30 in Hilton Village Hall

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

In attendance: The Clerk (N. di Castiglione), C. Cllr D. Keane, and 10 members of the public.

The meeting commenced at 19.31.

26/27-101. To receive any apologies for absence.

There were no apologies.

26/27-102. 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.

26/27-103. 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.

The meeting was closed at 19.34.

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 Chairman.

One Member of the public signalled he would like to speak to agenda item 26/27-116.

The Chairman said he would allow that when the agenda item was reached.

CCllr Keane spoke about the announcement to defer a decision on Local Government Reorganisation, his continuing work on roads and transportation issues and that August had been a relatively quiet month.

Reference was drawn by the Chairman to the written report submitted by D.Cllr Sarkies which highlighted the concern over proposals to turn car parking provision in three local market towns into housing developments.



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The meeting was reconvened at 19.45.

26/27-104. To approve the minutes of the Parish Council Meeting held on Monday 6th July 2026, the Extraordinary Parish Council Meeting held on Monday 13th July 2026, the Planning Committee held on Monday 3rd August 2026, the Finance Committee held on Monday 3rd August 2026 and the Extraordinary Parish Council Meeting held on Tuesday 18th August 2026.

It was **RESOLVED** that the minutes of the Parish Council Meeting held on Monday 6th July 2026 are approved as a true record. It was **RESOLVED** that the minutes of the Extraordinary Parish Council Meeting held on Monday 13th July 2026 are approved as a true record. It was **RESOLVED** that the minutes of the Planning Committee meeting held on Monday 3rd August 2026 are approved as a true record. It was **RESOLVED** that the minutes of the Finance Committee meeting held on Monday 3rd August 2026 are approved as a true record. It was **RESOLVED** that the minutes of the Extraordinary Parish Council Meeting held on Monday 18th August are approved as a true record.

26/27-105. 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 had queried the recharge for election costs in May 2026 (26/27-124.8) in the sum of £162.58 and been advised this was notified to Clerks in a letter dated 15th October 2025. Cllr Dulstone and the Clerk had submitted a response to the bus routes consultation. The Clerk had attended the 'Essential Clerks Training' course run by CAPALC. The charges for electricity to the Pavilion are still recovering from a period of estimated bills and the September invoice (for approval in October) will include the costs of Feast Week use. A new supplier for electricity to the Pavilion has been secured based on a significantly lower standing charge and price per unit used. Discussion with Cliveden about failures to some of the 2025 repairs to the Maze walls continue. An estimate for repairs to the climbing frame in the Playground have been obtained (see 26/27-118). Attended with the Chairman a planning appeal which was not overturned. A damaged fence on Church Lane reported to CCC for remedial action has been classified as not meeting their criteria to require action. The work contracted to provide Ware holes has been completed. The District Valuer has submitted his report on the latest easement application to be discussed in item 26/27-129. Parishioners have been contacted about a Willow tree on their land that has fallen across a ditch and is starting to root on Parish Council land.

26/27-106. To review and ratify the decisions made under the scheme of delegation.

Due to the extended summer gap between the July and September meetings the Chairman had authorised 6 payments – (26.27-124.3) £63.20 to JSC Services, (part of 26/27-124.5) £284.66 to HMRC, (26/27-124.10) £11.52 to Microsoft, (26/27-124.12)



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£450.00 to Glenn Conway Tree Specialists, (26/27-124.13) £765.40 to Kieron Dunk, (26/27-124.17) £75.00 to CAPALC. The Chairman had authorised the Clerk to seek alternative electricity supply arrangements for the Pavilion; and to seek external paid legal advice on a complex matter.

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

26/27-107. To consider the 3 applications to fill 2 normal Councillor vacancies on HPC and agree any outcomes.

Following a secret ballot, it was **RESOLVED** that Clare Tevlin and Sharon Walker be co-opted to the Parish Council.

26/27-108. Green Open Spaces: To receive the verbal report and decide any actions.

It was NOTED that the Open Spaces Officer had begun his assessment of tree work required in the next few months and had indicated to the Green Open Spaces Management Working Group that an uplift in expenditure needed was anticipated; that following the summers of 2025 and 2026 a number of trees are in a distressed state requiring more work by tree surgeons and volunteers. The Open Spaces' Officer supported by the Maintenance Person and another volunteer had cleared brambles outside Park Farm. Discussions have been initiated towards the renewal of the Maintenance Contract for 2027/28 and to finalise a brief to seek comparative quotations.

26/27-109. To note the Maze will need re-cutting in the near future, It is recommended this be provided for in budgeting for 2026-27 and agree any actions.

It was NOTED that further consideration of the overall condition Maze turf is needed before a decision is made about the scope of work needed.

26/27-110. Hilton Water Management Working Group: To receive a verbal report following two meetings of the Working Group.

It was NOTED that the Working Group is to meet with members of HDC and the Environment Agency as part of its aim to mitigate risks in flood situations and to confirm which body is responsible for which areas of the village infrastructure (including culverts and drains).

26/27-111. To consider a recommendation from the Planning Committee for a small revision to the Terms of Reference for the Planning Committee so that paragraph 2 starts 'The aim of the committee is to develop their knowledge in the planning process' and agree any actions.

It was **RESOLVED** that the revision proposed to paragraph 2 of the Terms of Reference for the Planning Committee be made and for the Clerk to amend the document and republish it on the HPC website.

26/27-112. To note an updated Basic Governance Checklist recommended for Town and Parish Councils, identify areas for further action and commit to reviewing this (and any successors) on an annual basis.

It was NOTED that the updated Basic Governance Checklist recommended for Town and Parish Councils provided a helpful addition to the Parish Council's governance



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and would be used on an annual basis or more frequently as deemed necessary.

26/27-113. To receive a verbal update on plans and practical arrangements for the 2026 Fireworks and Bonfire event and agree any actions.

It was NOTED that arrangements for the event on Saturday 7th November 2026 were to be similar to those in November 2025, arrangements for parking had been agreed previously, the work done in terms of risk assessments and the like in 2025 had put the Council in a good position in terms of insurance and health and safety matters and Cllr Stott would speak to the village shop about the feasibility of operating a raffle where the winner gets to light the bonfire. It was **RESOLVED** that ticket prices be raised for the 2026 event to £5 for adults and £3 for school-age Children, cashless payments be encouraged as far as possible and Cllr Tevlin to work on a poster to promote the event.

26/27-114. To note the ongoing review of the Council's insurance cover and agree any actions.

It was **RESOLVED** that Hilton Parish Council would not proceed with insurance cover for cyber and terrorism risks, insurance cover in respect of buildings be uplifted to a minimum of £162,000 for the Pavilion, £19,800 for the Lychgate and £8,200 for the bus shelter and these figures are deemed sufficient to include any demolition costs, professional fees, removal of debris and VAT if applicable and that the Asset Register be amended accordingly.

It was **RESOLVED** that safety testing of the Playground equipment be increased from monthly to weekly visits. It was **RESOLVED** that the Clerk seek a quotation from the insurer to provide cover in the case of more than 1,500 attendees and that cash from the event be secured over the weekend 7th/8th November in suitable safes prior to banking on Monday 9th November 2026.

26/27-115. To note the 2nd Strategic CIL funding round opened on 1st September and will close on 18th December and agree any actions.

It was **RESOLVED** that an application be made to the 2nd Strategic CIL funding round centred on plans for the Pavilion.

26/27-116. To consider a request for further funding for 'The Journal' and agree any actions.

It was **RESOLVED** that, with the help of a grant of £500 offered by Hilton Town Trust, Hilton Parish Council would make a donation of £500 from HPC funds (making £1,000 in total) towards the running costs of 'The Journal'.

26/27-117. To consider a draft budget for 2027/28 based on a proposed precept of £43,235 and agree any actions.

It was **RESOLVED** that further work be done on the draft budget and for this to be considered at the October meeting prior to publishing the draft proposals, as further refined, to parishioners.

26/27-118. To consider the quotation for repair of the climbing frame in the Playground - £1196.48 (with VAT £1435.77) and agree any actions.



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It was **RESOLVED** that the quotation for repair of the climbing frame in the Playground in the sum of £1196.48 (with VAT £1434.77) be accepted and the Clerk to instruct the contractor.

26/27-119. To consider a recommendation from the Green Open Spaces Management Working Group for a budget of £300 to support the work of a Volunteers' Group to repair the goal-mouth areas to the football pitch and agree any actions.

It was **RESOLVED** that a budget of up to £300.00 be allocated to support the work of a Volunteers Working Group to repair the goal-mouth areas to the football pitch.

26/27-120. To note the offer of a one-off donation of £150 from Hilton Town Trust to support the replacement of batteries and pads to the defibrillator located on the side of the Pavilion, consider a contribution to meet the balance required (up to a limit of £125) and agree any actions.

It was **RESOLVED** that Hilton Parish Council accept a donation of £150 from Hilton Town Trust and to supplement this with up to £125 from HPC funds to support replacement batteries and pads to the defibrillator located on the side of the Pavilion.

26/27-121. To note the 2026-27 National Salary Award and Settlement – an uplift of 3.32% - agree to implement for HPC staff any other actions.

It was NOTED the 2026/27 National Salary Award and Settlement was for an uplift to pay rates of 3.32%. It was **RESOLVED** that this be applied with backpay adjustments as appropriate.

26/27-122. To review and receive the financial reports.

122.1 Financial Accounts July 2026

122.2 Management Accounts July 2026

122.3 Budget Analysis July 2026

122.4 Equals Card Analysis July 2026

The July accounts were reviewed and noted by the Finance Committee at its meeting on 3rd August.

122.5 Financial Accounts August 2026

122.6 Management Accounts August 2026

122.7 Budget Analysis August 2026

122.8 Equals Card Analysis August 2026.

It was NOTED that the financial reports for July had been reviewed by the Finance Committee at its meeting on 3rd August 2026. It was **RESOLVED** that the financial reports for July and August were received.

26/27-123. To note payment(s) received:

£145.19 (July) – Reimbursement

£242.56 (July) – Feast Week electricity.

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



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26/27-124. To approve payments

Minute Ref	Payee	Description	Amount	Method	Legislation
26/27-124.1	JSC Services	Maintenance Contract – June	£963.92	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
26/27-124.2	JSC Services	Maintenance Contract - July	£963.92	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
26/27-124.3	JSC Services	Additional work (13 and 29 June) – Oak Tree Farm frontage.	£63.60	BACS	Open Spaces Act 1906 s10 - Power to maintain open spaces
26/27-124.4	JSC Services	Additional work (23 July) – Oak Tree Farm	£31.80	BACS	Open Spaces Act 1906 s10 - Power to maintain open spaces
26/27-124.5	Payroll	Payroll – July (inc. NEST and HMRC)	£1543.12*	S/O, DD and BACS	Local Government Act 1972 s111
26/27-124.6	Payroll	Payroll – Aug. (inc. HMRC and NEST)	£1543.12*	S/O, DD and BACS	Local Government Act 1972 s111
26/27-124.7	Ecotricity	Pavilion Electricity	£114.10	DD	Local Government Act 1972 s111
26/27-124.8	Valda Energy	Street Lighting – June 2026	£58.50	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
26/27-124.9	Valda Energy	Street Lighting – July 2026	£58.36	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
26/27-124.10	Microsoft	Office Package (June/July)	£11.52	BACS	Local Government Act 1972 s111
26/27-124.11	Microsoft	Office Package (July/Aug)	£11.52	BACS	Local Government Act 1972 s111
26/27-124.12	Glenn Conway Tree Specialists	Tree work (2025 Schedule)	£450.00	BACS	Local Government Act 1972, and Common law duty of care
26/27-124.13	Kieron Dunk	Materials for rope and post fencing	£765.40	BACS	Local Government Act 1972, and Common law duty of care
26/27-123.14	Amazon	Printer paper	£17.99	Equals Card	Local Government Act 1972 s111
26/27-124.15	Amazon	Materials for Main. Person (oil for benches)	£61.46	Equals Card	Local Government Act 1972 s111
26/27-124.16	Arthur Ibbett Limited	Materials for Maintenance Person (2 stroke fuel)	£25.94	Equals Card	Local Government Act 1972 s111
26/27-124.17	CAPALC	Conference Fee	£75.00	BACS	Local Government Act 1972 s111

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26/27-124.18	Huntingdonshire DC	Recharge Election Costs May 2026	£162.58	BACS	Local Government Act 1972 s111
26/27-124.19	Amazon	Materials for Main. Person (gloves + screw bits)	£19.19	Equals Card	Local Government Act 1972 s111
26/27-124.20	Agricem	Weedkiller for Open S Officer	£71.33	Equals Card	Open Spaces Act 1906 s10 - Power to maintain open spaces
26/27-124.21	Amazon	Materials for Main. Person (screws)	£23.05	Equals Card	Local Government Act 1972 s111
26/27-124.22	Hilton Methodist Church	Hall hire for meetings	£454.00	BACS	Local Government Act 1972 s111
26/27-124.23	BWP Creative Limited	Website hosting and support 26/27	£273.60	BACS	Local Government Act 1972 s111
26/27-124.24	Unity Trust	Account fee (July)	£7.00	DD	Local Government Act 1972 s111
26/27-124.25	Unity Trust	Account fee (August)	£7.00	DD	Local Government Act 1972 s111

(26/27-.124.5* and .6*: Detailed breakdown of payroll shown in authorisation schedule for Cllrs.)

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

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26/27-125. To note Planning Consultation 26/01588/TREE – removal of dead tree covered by TPO, 18 Scotts Crescent and consider any response/actions.

It was **RESOLVED** that Hilton Parish Council has no comment or observations on this application.

26/27-126. 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.

It was NOTED that Councillors had no items to raise.

In terms of Schedule 12a of the Local Government Act 1972 the next item (26/27-127) would be likely to disclose exempt information relating to employment and procedure; and in regard to the subsequent items (26/27-128 and 26/27-129), that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, it is RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded at this point and for the remainder of this meeting.

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It was **RESOLVED** that Members of the Public be excluded at this point.

The meeting was closed at 21.09.

The meeting was reconvened at 21.12.

26/27-127. To note a staff matter, consider an interim proposal to address workload affected and agree any actions.

It was **RESOLVED** that the Clerk should instruct legal counsel for further advice and write (by email) to the staff member concerned to update the situation.

26/27-128. To note and consider the solicitor's letter regarding a bequest of land to Hilton Parish Council, agree a response and any subsequent actions.

It was **RESOLVED** that Hilton Parish Council accept the bequest, the Clerk respond to the solicitor confirming this and arrange a meeting with members of the family to explain/agree the next steps.

26/27-129. To consider HPC's response to the District Valuer's Report in respect of an Easement application and agree any actions.

It was **RESOLVED** that make further contact with the Common Rights Holders to clarify if there are any matters they wish to raise and confirm to the applicants that thereafter a meeting will be held to take forward the matter.

The next full meeting of the Parish Council will be on Monday 5th October 2026

The meeting was closed at 21.59.

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

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