



Minutes of the Meeting of Hilton Parish Council on Monday 5th October 2026 at 19:30 in Hilton Village Hall

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

In attendance: The Clerk (N. di Castiglione), 3 members of the public.

The meeting commenced at 19.30.

26/27-134. To receive any apologies for absence.

There were apologies from Cllr E. McCarthy (work) and Cllr S. Suckling (holiday).

26/27-135. 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.

26/27-136. 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 adjourned at 19.32 to allow **comments and observations from members of the public pertaining to items on the agenda and to receive reports from the County and District Councillors.***

There were no comments or observations from Members of the Public Present.

The Chairman read the District Councillor's written report which highlighted discussions at the District Council meeting on 9th September concerning the Capital and Centric proposals for the regeneration of market towns - where the Council voted to stop any further work on the proposal; and that the Local Plan to 2046 was to be released for another phase of public consultation until 28th October 2026.

The Chairman drew attention to the County Councillor's detailed written report with work on highways and traffic a continuing priority, as well as attendance at the Parish Council meetings in his constituency and at the opening of the new Village Hall in Fenstanton.

The meeting was reconvened at 19.44.

26/27-137. To approve the minutes of the Parish Council Meeting held on Monday 7th September 2026, and the Extraordinary Parish Council Meeting held on Monday 28th September 2026.

It was **RESOLVED** that the minutes of the Parish Council Meeting held on Monday 7th September 2026 are approved as a true record. It was noted that as only 2 of the



Initials

Nigel di Castiglione, Clerk, Hilton Parish Council
22 Scotts Crescent, Hilton, Huntingdon, Cambridgeshire, PE28 9PG
Email: clerk@hiltonparishcouncil.com
www.hiltonparishcouncil.com



Initials

Councillors present at the Extraordinary Parish Council Meeting held on Monday 28th September 2026 were present at this meeting and it was **RESOLVED** to defer consideration of these minutes until the next meeting.

26/27-138. 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) Repairs to the Climbing Frame have been confirmed for 26th October. b) Discussions with Cliveden Conservation about a further visit and the scope of work proposed to the Maze walls continue. c) The Clerk had attended the CAPALC annual conference which included a session on digitalising the AGAR process – to be voluntary in 2027 but mandatory thereafter. d) With input from Cllr Wood the 3 contractors who had submitted quotations for repairs to the Bus Shelter have been contacted with generic and bespoke questions to enable a final recommendation to be framed. e) Efforts to renew/refresh the Maze Board have been held up but remain a priority. f) Parishioners expressing concern about the siting of the bus stop on Potton Road close to the exit/entrance to Scotts Crescent have been advised to speak with the relevant bus company. g) Cllr Walker has agreed to replace Cllrs Balicki and McCarthy as the Parish Council's representative on the Village Hall Committee. h) A litter picking day to be held on 17th October is NOT a Parish Council event and is being organised independently in the village. i) A couple of matters of detail concerning the repair work to the churchyard walls have been expedited.

26/27-139. To review and ratify the decisions made under the scheme of delegation.

Following the last meeting, Cllr Stott had raised concerns about the ticket prices for the upcoming Fireworks and Bonfire event. After consultation with the Chairman these were adjusted so that publicity shows ticket prices of £4 for adults and £3 for school-age children. It was **RESOLVED** that this decision was ratified.

26/27-140. Green Open Spaces:

26/27-140.1 To receive the verbal report and decide any actions.

A meeting to consider the Maintenance Contract for 2027-28 had been held and the details discussed in a subsequent agenda item. The recommendations on tree expenditure are not likely to be available until the December meeting. The Open Spaces Officer is organising 2 Volunteers' Day activities for 10th and 25th October.

26/27-140.2 To note the Briefing Note from CAPALC about our Biodiversity responsibilities and agree any actions.

The CAPALC Briefing Note about Biodiversity responsibilities was noted and reviewed. It was **RESOLVED** that a version should be attached to the Maintenance Contract, also used as a basis for a new PC Policy document.

26/27-141. Hilton Water Management Working Group: To receive a verbal report following a meeting of the Working Group with representatives from HDC and the Environment Agency.



Initials

Nigel di Castiglione, Clerk, Hilton Parish Council
22 Scotts Crescent, Hilton, Huntingdon, Cambridgeshire, PE28 9PG
Email: clerk@hiltonparishcouncil.com
www.hiltonparishcouncil.com



Initials

The Chairman reported on a meeting between members of the Water Management Working Group with representatives of HDC and the Environment Agency to identify who is responsible for the waterways coming out of the village. It was **RESOLVED** that photographs of specific drains/culverts would be forwarded to the relevant authority; and noted that when a Flood Plan is available grant money can be accessed for the purchase of materials to support the Emergency Officers' role at such times.

26/27-142. Fireworks and Bonfire Event 2026

26/27-142.1 To receive a verbal update on plans and practical arrangements and agree any actions.

Cllr Stott gave a comprehensive update on the practical arrangements. It was **RESOLVED** that enquiries be made as to whether a contract is needed or appropriate with the professional Fireworks operator (trained and certified by Pains Fireworks) engaged for the event.

26/27-142.2 To note there is no additional premium required by the Insurer based on details and submissions provided.

It was NOTED that on the basis of discussions with the Council's insurer and assurances given, no additional premium for the event is required on the basis that there may be up to 2,000 people present.

26/27-142.3 To note the HDC SAG Form is being completed and associated documentation updated for this year's event.

The completion of the HDC SAG Form and updating of related documentation was NOTED.

26/27-143. To consider making an application to easyfunding Impact Fund (2026) for up to £1,000 to support further repairs/maintenance work in the Jubilee Playground and agree any actions.

It was **RESOLVED** that the Clerk will make an application to support further repairs and maintenance work in the Jubilee Playground.

26/27-144. To consider Planning Consultation 26/0172/HHFUL – 2 Grove End <proposed changes to external render, soffits gutter, barge boards and windows> and agree any actions.

It was **RESOLVED** that Hilton Parish Council has no comments about this application.

26/27-145. To consider a proposal put forward by parishioners for the creation of a Boules Court and agree any actions.

It was **RESOLVED** that Hilton Parish Council will look into this proposal further, including appropriate consultation and consideration of practical implications arising therefrom. A request was made for a 'named vote' > Cllrs Dulstone, Norton, Stott, Tevlin, Walker and Wood voted in favour. Cllr Balicki voted against; there no abstentions.

26/27-146. To note the response from the Insurer regarding adjusted cover in respect of buildings and other items with the request for additional premium in the sum of £74.77 (inc. Insurance Premium tax and admin. fee) and agree any actions.



Initials

Nigel di Castiglione, Clerk, Hilton Parish Council
22 Scotts Crescent, Hilton, Huntingdon, Cambridgeshire, PE28 9PG
Email: clerk@hiltonparishcouncil.com
www.hiltonparishcouncil.com



Initials

It was **RESOLVED** that the additional premium in the sum of £74.77 should be accepted and paid.

26/27-147. To note communication received about the removal of Speed Activated Signs in the village and agree any actions.

It was NOTED the Speed Activated Signs in the village are to be removed.

26/27-148. To consider a recommendation for a 5% uplift in the Maintenance Contract sum for 2027-28 and agree any actions.

It was **RESOLVED** that a 5% uplift in the Maintenance Contract sum for 2027-28 was approved and the Clerk to confirm the change to the Contractor.

26/27-149. To consider a proposal to renew the Streetlighting contract with Valda Energy for a new 3-year term from 29th January 2027 and agree any actions.

It was **RESOLVED** that a new Streetlighting energy contract with Valda Energy for a 3-year term from 29th January 2027 based on a revised standing charge (£0.55 per day) and cost per kwh (0.34 per kwh) be signed and the Clerk to administer the arrangements.

26/27-150. To consider an updated draft budget for 2027/28 based on a proposed precept of £42,285 and a budget of £48,085 and agree any actions.

It was **RESOLVED** that the Finance Committee would meet during November to consider the fine detail of a proposed budget of £48,785 resulting in a Precept of £43,635 and make recommendations on the budget and Precept for 2027-28, for consideration at the December Parish Council Meeting.

26/27-151. To receive the External Audit Report from PKF Littlejohn LLP and decide any actions.

It was NOTED the external auditor had drawn attention to a number of fine details which resulted in no change to the accounts presented.

26/27-152. To review and receive the financial reports.

152.1 Financial Accounts September 2026

152.2 Management Accounts September 2026

152.3 Budget Analysis September 2026

152.4 Equals Card Analysis September 2026.

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

26/27-153. To note payments received:

£650.00 – Hilton Town Trust (£500.00 for ‘The Journal’ and £150 to support maintenance of Pavilion defibrillator).

£20,785.00 – HDC, Precept ‘26/27 part 2.

£481.40 – Unity Bank, Interest Q3

It was **RESOLVED** that these payments had been received and noted.

26/27-154. To approve payments:



Initials

Nigel di Castiglione, Clerk, Hilton Parish Council
22 Scotts Crescent, Hilton, Huntingdon, Cambridgeshire, PE28 9PG
Email: clerk@hiltonparishcouncil.com
www.hiltonparishcouncil.com



Initials

Minute Ref	Payee	Description	Amount	Method	Legislation
26/27-154.1	JSC Services	Maintenance Contract – August	£963.92	S/O	Open Spaces Act 1906 s10 - Power to maintain open spaces
26/27-154.2	Payroll	Payroll – Sep. (inc. HMRC and NEST)	£1642.80*	S/O, DD and BACS	Local Government Act 1972 s111
26/27-154.3	Ecotricity	Pavilion Electricity (inc. Feast Week)	£277.17	DD	Local Government Act 1972 s111
26/27-154.4	Ecotricity	Pavilion Electricity (Final account)	£49.29	DD	Local Government Act 1972 s111
26/27-154.5	Valda Energy	Street Lighting – August 2026	£67.64	DD	Parish Councils Act 1957 – s3 – Power to light roads and public places
26/27-154.6	Microsoft	Office Package (Aug/Sep))	£11.52	BACS	Local Government Act 1972 s111
26/27-154.7	Lattenbury Services Ltd	Drilling holes into The Ware	£1176.00	BACS	Public Health Act 1936, ss.260(1) (b), 260(1)(c)
26/27-154.8	A J Seifert	Interim Ditch Work Contract	£375.00	BACS	Public Health Act 1936, ss.260(1) (b), 260(1)(c)
26/27-154.9	PKF Littlejohn LLP	External Audit/ AGAR 2025-26	£378.00	BACS	Local Audit and Accountability Act 2014 s4 – requirements for audit
26/27-154.10	K & M Lighting Services	Streetlighting Maintenance	£190.07	BACS	Parish Councils Act 1957 – s3 – Power to light roads and public places
26/27-154.10	Unity Trust	Account fee (September)	£7.00	DD	Local Government Act 1972 s111

(26/27-.154.2: Detailed breakdown of payroll shown in authorisation schedule for Cllrs.)

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

26/27-155. 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 Walker confirmed she was willing to work with another Councillor in preparing and submitting a CIL application to support a project to effect improvements in the Pavilion.

In terms of Schedule 12a of the Local Government Act 1972 the next item will be likely to disclose exempt information relating to employment and procedure it is RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to

Initials

Nigel di Castiglione, Clerk, Hilton Parish Council
22 Scotts Crescent, Hilton, Huntingdon, Cambridgeshire, PE28 9PG
Email: clerk@hiltonparishcouncil.com
www.hiltonparishcouncil.com

Initials

Meetings) Act 1960 the public and press be excluded at this point and for the remainder of this meeting.

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

The meeting was closed at 20.56.

The meeting was reconvened at 21.00.

26/27-156. To note a staff matter and agree any actions.

It was NOTED that actions agreed at the Extraordinary Meeting held on 28th September had been implemented and that a further meeting with the staff member would take place on Monday 26th October 2026.

The next full meeting of the Parish Council will be on Monday 2nd November 2026

The meeting was closed at 21.26.

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

Initials

Nigel di Castiglione, Clerk, Hilton Parish Council
22 Scotts Crescent, Hilton, Huntingdon, Cambridgeshire, PE28 9PG
Email: clerk@hiltonparishcouncil.com
www.hiltonparishcouncil.com

Initials