

**MINUTES OF THE HILTON PARISH COUNCIL MEETING HELD ON MONDAY 2<sup>nd</sup> JUNE 2014 7.30 IN THE VILLAGE HALL**

**Present:** P. Balicki, G.Barradell, D. Bates, J. Perez, W. Wilson

**In Attendance:** Jo Perez (Parish Clerk), 11 Parishoners, Cllr I Bates and Cllr D Dew.

**1. To note Apologies for Absence**

Apologies for absence were received from Cllrs K. Dunk, A. Goodridge, S. Whyte, S. Perry.

**Declarations of Interest**

Cllr G. Barradell items 3.3 & 3.8. Cllr J. Perez 6.1 & 6.2.

**Parishioners Open Session**

Parishioners were invited to participate stating to which item on the agenda they wish to comment.

Item 3.7 A14 - Ken Attwood thanked Cllr J.Perez for the HAT files he had passed back to him. HAT met last week and were disappointed that there was no information on the PC website regarding what the A14 working group had been looking at and doing.

Item 3.7 A14 – Andy Bush also expressed his disappointment that 8 months into the consultation there is limited information on the PC website.

Report from Cllr Ian Bates:- Cllr Bates introduced Cllr Doug Dew who is the new Cllr for Houghton, Wyton The Hemmingfords and Hilton, he has previously been chairman of planning. He has replaced Alan Williams who stepped down after serving for 4 years alongside Cllr Bates. Cllr Bates and Cllr Dew have worked together before.

County news – launched on Thursday was a long term transport scheme which covers the whole county. He advised that there will be a very significant public presentation.

HDC will be holding their AGM Weds 4<sup>th</sup> June.

Cllr Bates spoke about the Hilton annual precept implications. He told the PC that his council tax bill had only risen 0.9%. A surprise as the precept was increased by 1.9%.

Cllr Dew introduced himself and advised the Parish council he has worked with Cllr Bates previously so they should work well together. Cllr P. Balicki congratulated Cllr Dew on his new appointment.

Item 3.8 FW levelling of the marquee site – Sharon Walker advised the PC that they had finished levelling the part of the green, Ian Stott has laid fertiliser, his advice is to allow to grow for 3-4 weeks, then to cut and roller it. A sprinkler will be used.

Ian and Cllr Dunk advised that any further work should not be done until the autumn.

Item 5.1 Emails and Correspondence – Margaret Shardlow asked what this was about. The Chairman advised this would be explained.

Open session closed 7.44

**2. To approve the Minutes of the Annual Parish Council Meeting held on 12<sup>th</sup> May 2014**

The minutes of the 12<sup>th</sup> May 2014 were approved, J.P proposed, 2<sup>nd</sup> G.B as a true record and signed by the Chairman, and all Cllrs were in favour.

### **3. Matters arising or carried forward from the last meeting for discussion and decision**

#### **3.1 (3.1) Cambridgeshire County Council Minor Improvement Scheme – update from Ross Hamilton**

The Chairman read out the latest email update from Ross Hamilton at CCC. He is in contact with Balfour Beatty trying to get a date for the Beacons to be connected and will advise us once he has a date. The PC will continue to put pressure on to get this completed.

#### **3.2 (5.3) Working group to resolve outstanding Easements over the green – update**

The working group has not met since our last meeting. Nothing further to report at this time.

#### **3.3 (5.7) Village Hall car park – to discuss replies from Village Hall Committee and Town Trust if received**

The Chairman is pleased to announce that the Town Trust are prepared to contribute £250 towards the repairs to the PC car park adjacent to the Village Hall. He also read out an email received from the Village Hall committee as to why they are not prepared to make a contribution. As the equipment for the repairs will only be available for a short period of time the PC proposed to go ahead and get the work done. D.B Proposed, G.B 2<sup>nd</sup> all were in favour. The clerk will inform the common rights owners of the proposal and inform/liase with the Village Hall committee as to when the work will be carried out.

#### **3.4 (5.13) Green Spaces Management Group – map printing and costs, discuss email from Allan Salem**

The PC would like to know more about the offer from Allan Salem. P.B advised the PC that he has a contact that can produce high quality prints at £2.50 each and on demand. It was agreed to put this back on the agenda for the next meeting.

#### **3.5 (7.5) Discuss request from clerk to purchase 2 books to assist her with her job – join SLCC or renew with Capalc**

To join SLCC it would be £101.00 for the year and £8.00 joining fee, SLCC offer support to Clerks. As a member the PC would also receive substantial discounts on the books the Clerk would like to support her in her role. The cost to renew with Capalc is £374.19, Capalc support the Council as a whole, although this has not been the experience so far. The PC decided to join SLCC as better value for money. P.B proposed, G.B 2<sup>nd</sup>, all were in favour.

#### **3.6 (6.3) Fireworks Group Meeting – discuss further to decide way forward**

D.B advised that there has been no meeting of the working group since the last PC meeting. The PC asked when Fireworks need to be ordered, D.B will find out and bring to the next meeting. D.B advised the date for Hilton fireworks would be 1<sup>st</sup> November in order to avoid clashing with other local displays. D.B will bring all information to the next PC meeting to be discussed fully.

#### **3.7 (6.1) A14 working group – discuss and decide way forward**

G.B read out A14 working groups plans. He also read out and discussed what the working group had planned to get put on the PC website. He advised we must emphasise that deadline of June 15<sup>th</sup>! The PC are happy for the working group to create a letter to go on the website. An appointment has been made for 2 councillors to meet with Jonathan Djanogly on Friday 13<sup>th</sup> June. Jacobs have not sent any drawings or maps as requested following on from the open meeting. The Clerk will chase these. Flyers will be delivered to all residents with advice on what needs to be done in order for Hilton not to lose out.

**3.8 (7.4) Feast Week – leveling of marquee site – update**

Worked had been carried out to try to level part of the Green where the FW marquee sits, unfortunately due to bad weather conditions the work was not completed to a satisfactory finish. Since the initial work, FW have carried out further work to put this right and have laid more turf. FW will water and continue to monitor the site and ensure that it is looked after as advised by Ian Stott.

**4 Committee, Working Groups and Members items**

**4.1 Cambridge Energy Switch**

P.B read out the flyer for the above. The Clerk will display the flyer on all noticeboards and will put on the website.

**5 To consider any correspondence/communications received requiring decision or action**

**5.1 Discuss emails/supporting documents being sent prior to PC meetings**

G.B suggested that there should be a cut off for all supporting documents prior to a PC meeting, he suggested the Sunday evening as a cut off. This would give all councillors time to consider the information received. The Clerk advised that she is happy to do this but wanted to advise that sometimes despite chasing information it does not come to her until the day of the meeting. The clerk advised that she passes this on for information only, so those Councillors that have the opportunity to receive emails have the information prior to a meeting. It was agreed to trial not sending information on after Sunday evening.

**5.2 Discuss offer from Allan Salem of CCTV equipment to help monitor the Green**

The Chair advised the PC that an offer had been received from Allan Salem to give the PC CCTV equipment that he no longer has use for. After much consideration it was decided that this probably wasn't a good idea. The Clerk will thank Allan for his kind offer.

**6. To consider and decide upon matters relating to Finance and Risk assessment**

**6.1 Authorise payment of any bills**

6a	Jo Perez	Clerk's May Salary	£ 435.06
		Clerk's April back payment of salary	£ 15.29
		Postage	£ 3.29
		Total	£453.64chq
6b	John Carter	S/O	£ 575.00s/o
6c	Bernie Ashby	Handyman April/May 13 hrs @ £6.30ph	£ 81.90 chq
6d	Rodney Makeham	Grass cutting – Village Green 3.5.14, 15.5.14 & 31.5.14	£ 120.00chq
6e	Village Hall	Hire of Village Hall 9 hours @ £12.00ph	£ 108.00chq
6f	Cambridge Water	Period of charge 1 Dec 2013 – 31 May 2014	£ 15.35DD

All payments were approved, P.B prop, W.W 2<sup>nd</sup>, J.P abstained, All the rest were in favour

6.2

**Consider request from Clerk to outsource payroll**

The Clerk explained that although Gary Fordham had kindly sat with her and explained the basics on submitting her Salary to HMRC, she had been unaware that this needs submitting on the day she is paid and will incur £100 fine if not done. She also said after speaking with HMRC that there are other things to consider, as some months due to the irregular times she is paid then a non-payment needs to be recorded and her allowances may be affected. The Clerk recommended the PC outsource this as to ensure it is done correctly as she does not want the PC to incur charges. HMRC have advised her that the charges will drop off if this is sorted out soon. The Clerk has been given a quote of £50 per year to outsource this to a payroll company. For this they would prepare all pay slips, file the monthly real time returns, advise of quarterly PAYE payments due to HMRC and produce year end P60's etc. The PC decided to do this for a year and then look at again. P.B proposed, W.W 2<sup>nd</sup>. J.P abstained, All the rest were in favour.

6.3 **Annual return – present to Council**

The Annual return has been sent to all Councillors. The Clerk will send the Annual return before the deadline of 9<sup>th</sup> June 2014.

7. **Councillors items – information only. No discussion and no decisions can be made.**

D.B contacted keep Britain tidy and they have sent her some – ‘clear up after your Dog’ posters free of charge.

8. **Closure of meeting**

Meeting closed 8.45

**Signed.....Date.....**

