

**Hilton Parish Council**  
**Meeting held on Wednesday 17 July 2013 in the Village Hall at 7.30? pm**

Present: Councillors: P Balicki (Chairman), G Barradell, D Bates, K Dunk, A Goodridge, J Perez, S Perry, S Whyte and W Wilson.

In attendance: 10 members of the public, Cllr Ian Bates (District Cllr), and Mrs Gail Stoehr (Clerk).

Cllr Ian Bates, as retiring Chairman, opened the meeting and congratulated the new members on their election to the Parish Council.

**1. Election of Chairman and Vice-Chairman and to receive the Chairman's declaration of office**

RESOLVED that Cllr Balicki be elected Chairman <sup>(Prop WW, 2nd KD)</sup>

Cllr Balicki signed the Chairman's declaration of office before taking the chair.

Cllr Perry <sup>(Prop DB, 2nd GB)</sup> and Cllr Barradell <sup>(Prop SW, 2nd JP)</sup> were nominated for the office of Vice-Chairman. A ballot was taken which resulted in Cllr Barradell receiving 7 votes and Cllr Perry receiving 2 votes.

RESOLVED that Cllr Barradell be appointed Vice-Chairman

**2. To receive any apologies for absence, and any declarations of interest**

Cllr Perez declared a non-pecuniary interest in Item 19.2 as his son's accident had led to the need for a crossing. Cllr Mrs Bates declared an interest in Item 20, having put in an application for the removal of a tree in Church End.

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

A resident referred to the guidance from Bob Neill MP on standards for Government transparency, including filming and recording of meetings and encouraged the Council to follow this.

Mrs Sharon Walker, Feast Week Chairman requested permission for the Feast Week including a display of classic cars and two fairground rides.

A resident thanked the members for standing for election.

Cllr Ian Bates passed the key to the Village Hall to the Council. His report was received, and he circulated an email from Ross Hamilton County Council Officer to the Council regarding the Minor Improvement Scheme's next steps. He also handed to the Council a letter about Hilton House and the transfer of Commons Rights, three copies of the Commons Rights register and reported that Huntingdon District Council was content to cover the bills until the Parish Council had set up the new signatories on its bank account. With regard to the Local Development Framework Stage 3, there were no proposals by HDC for development for Hilton. The local implications were outlined. It was noted that landowners may make proposals for development.

Mrs Nadine Taylor outlined the Fireworks arrangements and the savings that could be made by booking early.

A resident stated, with reference to Item 11, that he had moved the gritting equipment and store to his garage for storage during the summer.

**3. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees**

RESOLVED that the minutes of the meeting of 23 May be approved and signed by the Chairman as a true record. (Prop JP, 2nd DB, carried with 5 in favour and 4 abstentions)

**4. Review of delegation arrangements to committees, sub-committees, employees and other local authorities**

RESOLVED that the following committees be set up

Finance and General Purposes Committee

Membership is to include the Chairman, and Cllrs Barradell, Perez, Whyte, and Wilson.

Responsibilities are to include monitoring the current budget, scrutinising payments, setting next year's budget and the budget review. The Terms of Reference will be agreed at a meeting to be held on 24 July at 7.30pm in the Village Hall.

On a proposition by the Chairman, it was agreed to vary the order of business to take Item 18 at this point.

**18. Matters arising and carried forward from the last meetings for discussion/decision**

**18.1 To appoint Bank signatories and update the mandate/s**

RESOLVED that the signatories on both the Council's accounts are to be Cllrs Balicki, Barradell and Dunk. The papers are to be completed at the end of the meeting.

- 4 RESOLVED that the Council will consider the fireworks on 24 July and that Cllr Barradell will contact Kimbolton Fireworks to seek a short time extension on its discount rates.

**5. Review of the terms of reference for committees**

Deferred to the next meeting.

**6. Receipt of nominations to existing committees**

Planning Committee

RESOLVED that Membership be Cllrs Balicki, Barradell (Chairman), Wilson, Goodridge and Dunk.

**7. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them**

RESOLVED that further consideration of Items 4 to 7 be deferred to the next meeting on 24<sup>th</sup> July to allow members time to consider what committee structure would be appropriate.

RESOLVED that terms of reference for any committees, advisory committees or member responsibilities as detailed in May 2012 minutes are to be circulated, and considered at the meeting on 24 July. Where there are none then the Clerk will provide a draft to start the discussion.

RESOLVED to note the Clerk and Chairman's power to act in emergency situation and that they would decide if the Feast Week should be given permission based on previous Council decisions.

**8. Review and adoption of appropriate standing orders and financial regulations**

RESOLVED that a Policy Advisory Group be set up for the purpose of reviewing the Council's policies starting with the Standing Orders, Financial Regulations, Correspondence and Media policies. Membership is to consist of Cllrs Balicki, Dunk,

Perry, and Whyte (Convenor). The Group will bring a recommendation to the next meeting. As this is an advisory committee no formal agenda and public meeting is required.

9. **Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other authorities**

Not known at this time.

10. **Review of presentation on or work with external bodies and arrangements for reporting back**

Deferred to the next Council meeting after 24<sup>th</sup> July.

11. **Review of inventory of land and assets including buildings and office equipment**

RESOLVED to note the land title deed (CB232787) for land in Hilton registered to the Parish Council and that any land inventory and assets register is to be reviewed by the Finance and General Purposes Committee.

12. **Review and confirmation of arrangements for insurance cover in respect of all insured risks**

RESOLVED to note the change in insurers to Aviva from June as arranged by the Clerk and ex-Chairman using their delegated powers thus saving the Parish Council approximately £600 for the same of improved level of cover.

13. **Review of the Council's and/or employees' memberships of other bodies**

RESOLVED to carry consideration of affiliation to the Cambridgeshire and Peterborough Association of Local Councils (CAPALC) to the 24<sup>th</sup> July meeting and also the Clerk's membership of the Society of Local Council Clerks' (SLCC) for further discussion when the new clerk's appointment is considered.

At approximately 8.50 pm, on a proposition by the Chairman, the meeting was adjourned for 10 minutes and re-convened at 9 pm.

The next three items were taken together.

14. **Establishing or reviewing the Council's Policies and complaints procedure**

15. **Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**

16. **Establishing or reviewing the Council's policy for dealing with the press/media**

RESOLVED that the Council's complaints policies, (items 14 and 15) and Press/Media policy be looked at by the Policy Advisory Group which will bring a recommendation to a future meeting.. The Clerk is to provide the Policy Advisory Group with a draft Freedom of Information Policy and Data Protection Policy for its consideration.

17. **Setting the dates, times and place of ordinary meetings of the full Council for the year ahead**

RESOLVED that meetings are to take place on the first Monday of every month except January and August. Meetings will take place at 7.30 pm in the Village Hall. The next meeting will be on 2 September 2013. Should the date of a meeting fall on a Bank Holiday the meeting will be held on the next working day.

19. **To consider any Correspondence/communications received requiring decision or action**

19.1 **Dead horse chestnut tree on the Public Open Space in Tithe Close – to consider quote for removal and replanting**

RESOLVED to note that the tree, being on HDC land, had been removed by that Authority..

- 19.2 Cambs County Council Minor Improvements Scheme – notification of successful bid for a crossing on Potton Road and to consider the Parish Council’s contribution to the scheme  
RESOLVED that a full pack of the submission and any associated papers is to be circulated by Cllr Perez and that this item be considered at the September meeting along with consideration of whether an advisory committee is required to progress the bid’s implementation and any consultation if required. Ross Hamilton, County council Officer is to attend the September meeting.
- 19.3 Resident’s request that the Parish Council considers the removal of PC21 and PC22 Streetlights in Grove End  
RESOLVED to find out if the street light could be removed without any damage to property and whose responsibility was the repair if it did occur. Cllr Mrs Bates be appointed to attend a site meeting with the County Council’s Officer if required and the item be carried forward to the September meeting.
20. **To consider and decide upon planning applications, planning related correspondence and tree works applications received**  
RESOLVED to note that Ian Stott, Tree Warden had the application and this item be carried forward to the meeting on 24<sup>th</sup> July.
21. **To consider and decide upon matters relating to finance and risk assessment**
- 21.1 To receive the financial report and approve the payment of bills  
RESOLVED to pay the following –  
Huntingdonshire District Council £3330.73 (for settling the following on the Parish Council’s behalf Rodney Makeham (Grass cutting) £80 and £120, Hilton Village Hall £240, Came and Co (insurance) £1327.50, BE Ashby (handyman) £91.35, JSC Services (grass cutting) £575.00 and £575.00. Able Accounts (internal audit) £200.00 and Mr E McCarthy (web domain refund) £41.88)  
Cambridge Water Company £17.76 (Direct Debit), Eon (Electricity) £25.94 (Direct Debit).
- 21.2 Annual Audit for the financial year ending 31 March 2013
- 21.2.1 To consider the Internal Auditor’s report  
RESOLVED that the Internal Auditor’s report be noted and that the Finance and general Purposes Committee will look into points 2-4 of the report.
- 21.2.2 Approval of Accounts and completion of the Annual Governance Statement FY 2013  
RESOLVED that the accounts for FY 2013 be approved <sup>(Prop SW, 2nd JP, carried with 1 against)</sup>  
by Hilton Parish Council and the Annual Return Section 1 and supporting papers be signed by the Chairman.  
RESOLVED that the questions 1-9 in the Annual Governance Statement be answered “Yes”, before being signed by the Chairman <sup>(Prop GB, 2nd JP, carried with 1 against.)</sup>.  
RESOLVED that the Council’s sole trust be identified.
- 21.3 To consider any quotes for urgent work required because of risk  
The Clerk advised on the requirement to register the Parish Council as an employer with HMRC.
22. **Closure of meeting**  
There being no further business, the meeting closed at 9.55 pm.

Signed .....Chairman .....date.