

**Hilton Parish Council**  
**Meeting held on Monday 2 September 2013 in the Village Hall at 7.30pm**

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

In attendance: 14 members of the public, including Ross Hamilton (Cambridgeshire County Council) and Mrs Gail Stoehr (Clerk).

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

There were no apologies.

Cllr Goodridge declared an interest in Item 4.41 as a resident of Hilton Hall.

Cllr Bates declared an interest in Item 3.4 as a resident of Church End.

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

Margaret Shardlow suggested that the Parish Council and village take on the refurbishment of the Cricket Pavilion. The Parish Council could hold meetings there to save on room hire costs.

Peter Blake observed that item 5.3 on the agenda should read Reeves Ditch not Reeves Pond.

Sarah Partridge requested that the grass in front of Church Close in Church End should be left long to encourage wild flowers and biodiversity. She expressed concern that ducks were getting killed in Graveley Way and a bank of stones was requested to prevent vehicles from mounting kerbs. She also commented on the lack of information regarding the street light installation in February 2014.

In response to a query from a resident, it was stated that the grass in front of Church Close was part of the green.

Andy Bush raised the Parish Council's communications policy and asked for publication of the documents before the meeting and earlier publication of the agenda and general consultations with the public. The Chairman reported on a response from the Clerk and the Council is looking at the matter through its working group and this evening's agenda. A recommendation from the Policy Working Group was expected at the October meeting.

John Carter of JSC Services reported that bank payments of £535 were being sent to him each month by standing order. This will be dealt with under Item 6.1.

Cllr Ian Bates reported that difficult decisions had to be made by both authorities as Government funding had been cut. He reported on the grants to parish councils last year, the budget implications for children and social care, and statutory responsibilities, the reporting of pot holes and budget priorities and their delivery. He suggested that the Parish Council might also wish to prioritise its spending. It was noted that the Finance Committee would meet later this month to review its budget and its priorities.

Ross Hamilton of Cambridgeshire County Council spoke regarding the Minor Improvements Scheme. He explained that measurements and surveys were required before a decision could be made regarding the installation of a crossing. The safety audit process was outlined. If a crossing could not be installed, other options could be considered. The costs of the survey have not yet been confirmed. The combined surveys would be in the region of £450 and would take approximately one month. The CCC funds have to be spent by 31 March 2014. Mr Hamilton undertook to speak with the road safety team. A resident commented that the Parish Council had agreed to contribute up to £10,000.

On a proposition by the Chairman, it was agreed to vary the order of business to take Item 3.6 at this point.

3.6 (19.2 of 17.7.13) Cambridgeshire County Council Minor Improvements Scheme – to consider the Parish Council’s contribution for a crossing on Potton Road

RESOLVED that

- A working group to look at this matter and report to the Finance Working Group, liaising with Ross Hamilton if any clarification was required. The membership was agreed as: Cllr Balicki (Convenor), Cllr Perez and Cllr Barradell.
- The Parish Council make a firm decision at the October meeting.
- To note the Parish Council’s decision made earlier in the year to contribute.
- To note Mr Hamilton’s offer that the Parish Council could spread the cost over more than one financial year.
- To note that the Parish Council was required to consult with the village and residents when the detail had been agreed.

Mr Hamilton was thanked for attending and left the meeting.

2. **Confirmation of the accuracy of the minutes of the Extra-ordinary meeting of the Council on 7 August**

RESOLVED that the minutes of the Extra-ordinary meeting of 7 August be approved and signed by the Chairman as a true record. (Prop GB, 2nd AG, carried with 2 abstentions)

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

3.1 (3.2) Review of delegation arrangements to committees, sub-committees, employees and other local authorities

RESOLVED that the terms of reference be -

The members are asked to review and or monitor their particular area of responsibility and to report and make recommendation to the Parish Council as appropriate. The member is authorised to meet with anyone to better understand their role and the topic (at no cost to the Council). There is no need for the named members to hold public meetings with agenda and minutes as they are advisory groups only and all decisions will be made by the Parish Council. Members must be mindful of the Parish Council’s Standing Orders and Financial Regulations and they may appoint sub- advisory working groups of non-councillors to assist them if required.

RESOLVED that the following are appointed–

- Tree Warden – Ian Stott assisted by Angela
- Parish Paths Partnership – Cllrs Wilson (convenor) and Barradell
- Hilton Action on Traffic (HAT) Cllrs Perez (convenor) and Perry
- St Ives Road Safety Committee – Cllrs Balicki (convenor) and Perez
- Village Hall Management Committee – Cllrs Bates
- Streetlighting – Cllrs Bates (convenor) and Perry

Neighbourhood Watch Committee - Cllr Barradell will speak to Ken Attwood about this and report to the next meeting.

3.2 (3.5) Review of delegation arrangements to committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them

RESOLVED: that none are required at this time.

- 3.3 (19.3 of 17.7.13) Resident's request that the Parish Council considers the removal of PC21 and PC22 streetlights in Grove End  
RESOLVED to hold a consultation on street lighting before responding to Balfour Beatty and to await the estimate for removal as expected from Balfour Beatty before considering this request further.
- 3.4 (2 of 24.7.13) To consider and decide upon works to a tree in Church End on the Parish Council's land  
RESOLVED that Ian Stott to look at the tree during the tree survey and to await the costed tree survey which will prioritise work required in the village before considering this at the next meeting. <sup>(Prop JP, 2nd GB, carried with 1 abstention)</sup> The Chairman is to speak with Ian Stott and request that information be passed to the Parish Council by the October meeting.
- 3.5 (8 of 17.7.13) Proposal that the Council receives the report and recommendation from the Policy Working Group and tables these for the next meeting  
RESOLVED to accept the proposal and that this be an agenda item for the next meeting in October <sup>(Prop SW, 2nd KD)</sup>
- 4. Planning Applications received**
- 4.1 Resident – safety concerns about hazardous bend, stones on the verge and parked vehicles adjacent to the refurbished Cottage, Hilton Hall  
Cllr Goodridge having declared an interest was invited by the Parish Council to provide evidence that the land belonged to the cottage and she indicated that she believed that this area was private land.  
RESOLVED to reply to the resident that The Parish Council believes that the owner of the land would carry the liability should any accident occur or any damage to a vehicle or pedestrian result from the post or rocks being in situ. The Parish Council would hope that residents would use the pavement which is on the other side of the road but appreciates that this might not always be the case. As to the problems with parking in the pump house, the land does belong to the Parish Council. The Parish Council does not condone parking on its land but feels there is little that it can do to prevent it. <sup>(Prop WW, 2nd KD, carried with 1 abstention).</sup>
- 4.2 CCC – gritting routes consultation and
- 4.3 CCC winter gritting – review of arrangements and winter volunteers refresher sessions  
RESOLVED to take these two items together and to reply to Mr Cunliffe of CCC that the Parish Council was satisfied with the gritting routes plan for the village.  
RESOLVED to ask Andy Bush to provide the names of the other winter volunteers for the village and that the Clerk co-ordinate the scheme for the village.
- 4.4 Speedwatch – review of arrangements and co-ordinators  
The letter from Dave the St Ives and Ramsey Speedwatch Co-ordinator  
RESOLVED <sup>Prop GB, 2nd JP, carried with 2 abstentions).</sup>
- To thank Dave for all the information he had sent which was detailed enough that the Council didn't think it necessary for him to attend a Council meeting.
  - That Cllr Perez and the Traffic Group should bring a recommendation to the next meeting if the Parish Council should support Speedwatch in Hilton and its operation through the existing Speedwatch team.
  - To note the existing team of Andy Bush, Chris Potter and Keith Williams.
- On a proposition by the Chairman, it was agreed to adjourn the meeting at 9.14 pm for a short break. The meeting re-convened at 9.20 pm.

4.5 Cllr Ian Bates – Huntingdonshire District Plan

RESOLVED to note Cllr Ian Bates report on the Local Development Framework and receive papers on three sites in Hilton which had been submitted to the District Council (HDC) i.e. land off New England, land at the northern edge of the village and land adjacent to Wynchwood, Church End.

RESOLVED that the Clerk ascertain the consultation period on these sites with HDC and the Planning Committee will then consider the matter and make a recommendation to the Parish Council.

4.6 Highways Agency A14 – to consider a date for a meeting to take place

RESOLVED:

- to note the Highways Agency's public consultation is to take place on 27 and 28 September
- to invite a representative of the Highways Agency to a separate meeting on 9, 10 or 11 October.
- the Working Group should put together a recommendation to the next meeting on 7 October.

5. **Members' items**

5.1 Proposal that the Parish Council considers the content of its website and appoints a webmaster

RESOLVED:

- that Cllr Perez should be the Webmaster. Items are to be submitted to him via the Chairman, the Media Group or the Clerk.
- That the Communications Policy should include details of the website's future content.
- that a Media Working Group be set up with Cllrs Balicki and Dunk as its members with a remit to include writing articles for Spectrum and reporting on Parish Council business.
- that the Group be integrated into the Policy Working Group and its Terms of Reference be extended to include the website.
- that all articles are to be passed to the Clerk and Chairman for authorisation before publication <sup>(Prop PB, 2nd DB, unanimous).</sup>

5.2 Proposal that the Parish Council reviews the maintenance of the green open spaces, ie the areas, costs and its effectiveness

RESOLVED:

- that a Working Group with the membership of Cllr Dunk (Convenor), Cllr Bates, and Cllr Wilson, be set up to review the matter. <sup>(Prop PB, 2nd GB, unanimous).</sup>
- To note the correspondence received from the Cricket Club on the grass cutting arrangements and pass these to the Working Group.
- that any resident incurring an injury on Parish Council land should contact the Clerk so the incident can be recorded in the accident book.

5.3 Proposal that the Parish Council considers the problem of non-parishioners fishing in Reeves Pond Ditch and consider a solution

RESOLVED to delegate this matter also parking on the green and access to The Green to a Working Group consisting of Cllrs Dunk (convenor), Bates and Wilson to consider and report to the next Council meeting.

RESOLVED that an article is to be placed in Spectrum highlighting the parking problem, and asking residents to be considerate to duck feeders and not to park in the vicinity.

- 5.4 Proposal that the Council attends to the flooding that occurs on the High Street possibly caused by a blocked drain

The proposal was withdrawn as this had already been reported to CCC online.

**6. To consider and decide upon matters relating to finance and risk assessment**

**6.1 To consider the finance report and approve the payment of any bills**

The financial report was received and considered and the invoices and bank statements were checked. The payments as listed in the finance report, plus J Saunders £414.27 and £267.68; E.ON Energy £32.00; Balfour Beatty £775.44; Rodney Makeham £120.00 and £160.00; and JSC Services £575.00 were approved for payment. <sup>(Prop WW, 2nd JP).</sup>

Pingnu Systems (USB Hard Drive) £49.98

B Ashby (Handyman) £110.25

Credits including a tax grant, receipt of the precept and a payment from Fenstanton Youth, were noted.

RESOLVED that the invoice for £3600.50 from LGS Services (Admin Support) be carried forward to the next meeting.

RESOLVED to note the overpayment to JSC Services due to settlement of the invoices in full by HDC and also in part by Standing order and to write to him to ask how he would like to deal with the overpayment.

RESOLVED that the signatories Katy Dunn and Ettore McCarthy should sign the authorisation for the Clerk to administer the bank account.

**6.2 Risk assessment matters and delegated spending**

**6.2.1 Damaged bench on village green – to consider quotes for repair**

RESOLVED to accept the offer of a bench from the Feast Week Committee on a like for like oak bench, and to clarify whether they will also be willing to install it. <sup>(Prop DB, 2nd SP).</sup>

RESOLVED to write off the old bench which had been removed as being beyond repair and to add the new bench added to the Assets List when installed.

**6.2.2 Damaged play area edging – to consider quotes for repair**

RESOLVED that Cllr Whyte should prepare the specification to enable quotes to be obtained.

**7. Closure of meeting**

Consideration of the Hunts District Council's Housing Needs Survey for Hilton was deferred to the November meeting.

There being no further business, the meeting closed at 10.45 pm.

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