

Hilton Parish Council
Meeting held on Monday 7 October 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, and S Whyte.

In attendance: 7 members of the public, District Cllr Ian Bates and Mrs A Griffiths (Minutes Secretary, LGS Services).

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

There were no apologies.

Cllr Bates declared an interest in Item 3.3 as owner of an adjacent property.

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

Mrs Salem on behalf of the WI explained that the bench presented by the WI for the Queen's Silver Jubilee had been repaired, and that the WI would replace the missing plaque. Margaret Shardlow raised the existence of another seat for which funds had been provided to cover maintenance.

Margaret Shardlow outlined the background to the Royal British Legion donation. She sought confirmation as to whether she could still attend the HGV committee meetings. This was confirmed.

District Cllr Ian Bates reported on the financial position of Huntingdonshire District Council and Cambridgeshire County Council, and the challenges presented in making financial savings.

2. Confirmation of the accuracy of the minutes of the previous meetings of the Council on 2 September, and the Planning Committee meeting minutes of 19 August and 3 September

RESOLVED unanimously that the minutes of the meeting of 2 September be approved and signed by the Chairman as a true record. ^(Prop PB, 2nd JP)

The minutes of the Planning Committee meetings on 19 August and 3 September were carried forward for approval at the Planning Committee meeting on 8 October. One member of the public left the meeting.

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

3.1 (3.6) Cambridgeshire County Council Minor Improvements Scheme – to consider the Parish Council's contribution for a crossing on Potton Road

RESOLVED to receive a report from the Crossing Working Group. Following a consultation with the nearest residents, it was recommended that the project should move to the next stage. The feedback from residents was outlined. A survey is to be carried out by CCC. It was noted that the maximum CCC contribution would be £10,000 and any overspend would be the responsibility of the Parish Council.

RESOLVED that the Parish Council should instruct Ross Hamilton to authorise CCC to proceed to carry out a survey and present it to the Parish Council with an indication of costs in time for the November meeting, and the Crossing Working Group to take this forward.

3.2 (3.3) Resident's request that the Parish Council considers the removal of PC21 and PC22 Streetlights in Grove End

RESOLVED to note that removal only applies to PC21, and to carry the matter forward to the next meeting pending receipt of a report from Balfour Beatty.

3.3 (3.4) To consider and decide upon works to a tree in Church End on the Parish Council's land and consider the tree survey

RESOLVED to receive a report from Cllr Dunk, the quote from Glen Conway and the notes and suggestions of the Tree Warden.

RESOLVED ^(Prop SW, 2nd GB) to accept the quote to proceed immediately with the work in Column A of the report costing £1480, plus the removal of a tree under item 6 costing £80, and to carry forward consideration of the remaining work to the January meeting for further discussion. Cllr Dunk to take forward and to notify the neighbours.

3.4 (3.5) Proposal by the Policy Working Group that the Council adopts the following policies: Standing Orders, Press and Media Policy, Website Policy, Data Protection Policy, Correspondence Policy and Complaints Procedure

RESOLVED to receive a report from Cllr Whyte on behalf of the Policy Working Group.

Complaints Policy – RESOLVED unanimously to adopt the policy with an amendment to Point F. Cllr Whyte will circulate the amended policy. ^(Prop GB, 2nd AG)

Data Protection Policy – RESOLVED unanimously to adopt the policy as circulated. ^(Prop JP, 2nd AG)

Correspondence Policy – RESOLVED unanimously to adopt the policy as circulated with the addition of the sentence “The Parish Council welcomes correspondence from all parishioners” at the beginning. ^(Prop PB, 2nd AG, carried with 1 abstention)

Website – The Clerk's advice was considered. RESOLVED to adopt the policy as circulated. ^(Prop KD, 2nd JP) RESOLVED unanimously to form an Editorial Committee consisting of the membership of the Chairman (or Vice-Chairman in his absence) and one other, Cllr Dunk. ^(Prop SW, 2nd AG)

Press and Media Policy – RESOLVED unanimously to adopt the policy as circulated. ^(Prop SW, 2nd WW)

Standing Orders – The Clerk's advice was considered and noted.

RESOLVED unanimously to adopt the Standing Orders with the following amendments: ^(Prop KD, 2nd GB)

Under Clause 4a – amend to 7 clear days minimum

Under Clause 4c – amend to read 4 days as a minimum

Under Clause 7c – Cllr Whyte to check the correct factual reference with the Clerk and amend as required

Under Clause 18a – amend January to December and remove the bold print.

Cllr Dunk apologised for having to leave early and left the meeting at 8.32 pm. One member of the public also left.

3.5 (6.2.2) Damaged play area edging – to consider quotes for repair

RESOLVED to receive a report from Cllr Whyte on the damage and to carry a decision forward to the next meeting pending receipt of two more quotes.

4. Correspondence received

4.1 Huntingdonshire District Council – invitation to participate in the Parish Planting Scheme

RESOLVED unanimously to ask the Tree Warden for a recommendation and carry the matter forward to the next meeting. Cllr Bates will approach Mr Stott. ^(Prop PB, 2nd SW)

- 4.2 Hilton WI – request for cleaning and repair of bench and new plaque
RESOLVED to note the repair of the bench and the plaque to be provided by the WI and to extend the Council's thanks to the WI and Mr Attwood for undertaking the work.

5. Members' items

- 5.1 Fireworks – update and detail of what will be required from Councillors over that weekend

RESOLVED:

- to receive a report from Cllr Barradell that fireworks had been ordered at a cost of £1700 plus VAT.
- that the bonfire building will take place on Saturday 2 November from 8am to 1pm, with a clear up on 3 November at 9 am. The gates are to open at 5.45 pm for fireworks to commence at 7 pm.
- That Cllr Barradell will contact people to help with taking the money, and to be stationed in high visibility vests by Wraggs Road to deter cars from approaching. First Aiders and a float are to be supplied.
- To note the Clerk's advice regarding the need for a risk assessment to be conducted and lodged with the Clerk before the date of the display, was noted. The insurance requirements were handed to Cllr Barradell to ensure compliance.
- The ticket price is to be the same as last year.
- The fireworks event is to be advertised on the notice board and the website.

District Cllr Ian Bates left the meeting during this item.

- 5.2 Speedwatch/St Ives Road Safety Group – update from recent meeting and proposal that Parish Council confirms it continues to support Speedwatch in the village

RESOLVED:

- To note that an open meeting is to be held on 9 October in the Village Hall regarding the A14 proposals, to enable residents to discuss their views and pass them to the Parish Council. Residents were urged to attend and to respond.
- To note the proposed letter to the Highways Agency as outlined by Cllr Barradell. This is to cover three areas:
 - 1) To query why the road height is so high and ask for this to be reconsidered as the bridges represented a severe intrusion as regards noise and visual impact.
 - 2) As regards Transport Routes, the South and East bound routes presented no problem, the changes to the Girton interchange are applauded as an improvement, but the North and West bound routes will adversely affect the village and local people will be disadvantaged as they will have to pay.
 - 3) Tolling – This presents an unnecessary risk as drivers will try to avoid the toll and this increases the potential for rat running.

RESOLVED to send the letter subject to the addition of any further points arising from the meeting, with the addition of a request for mitigating measures for the height of the road, such as planting which needs to be carried out now.

RESOLVED that parishioners be encouraged to write to respond to the consultation.

RESOLVED that Cllr Dunk add detail to the map including contours.

RESOLVED to receive the report from Cllr Perez reported on the meeting with David Canless regarding Speedwatch and that the village should continue to support Speedwatch and appoint Cllr Perez as liaison member. ^(Prop PB, 2nd DB)

- 5.3 Proposal to set up a Committee with the authority to seek and appoint a new Clerk
RESOLVED to note that Gail Stoehr would be stepping down as Clerk before the next meeting and the consequent need to appoint a new Clerk before November and also to receive the Clerk's advice on the procedure for the new appointment.
RESOLVED unanimously to form a Working Group with the membership of Cllrs Barradell, Goodridge and Balicki (Convenor) to proceed to advertise the vacancy, and to bring a recommendation for any appointment to a Parish Council meeting to be held before the next Parish Council meeting. ^(Prop SW, 2nd WW) The group is to meet after the Planning Committee meeting.

- 5.4 Proposal that the Parish Council agrees to a donation of £60 to fund the wreaths given to the Royal British Legion in line with expenditure incurred in 2012
RESOLVED unanimously to make a donation of £60 to the Royal British Legion. ^(Prop PB, 2nd SP) Details of the service were provided. Margaret Shardlow thanked the Parish Council for its generosity.

- 5.5 There was no Item 5.5

- 5.6 Proposal for a review of the Emergency Plan, appointment of lead member to liaise with Neighbourhood Watch and to consider the frequency of reports
Correspondence from Mr Harris was considered.
RESOLVED unanimously that Cllr Bates should be the liaison member with Neighbourhood Watch, to liaise with them on matters that need to come to the Council, and to report to the Annual Parish Meeting in May. ^(Prop AG, 2nd GB) Cllr Bates will establish the whereabouts of the Emergency Kit and will liaise with Cllr Balicki on updating telephone numbers.

- 5.7 Finance and General Purposes Working Group report on the budget and accounts
RESOLVED to receive a report from Cllr Whyte regarding the spreadsheet as previously circulated. A projected deficit of approximately £5000 can be covered by reserves, as can the commitment for the Potton Road crossing. Other adjustments will be made when the Balfour Beatty information is known. The bank mandate is at Barclays Bank. The Precept Working Group will meet next week and will report to the next Parish Council meeting.

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
RESOLVED to receive the financial report The invoices and bank statements were checked. The payments as listed in the finance report, plus LGS Services (Admin Support) £3600.59, PKF Littlejohn (External Audit) £240.00, and Hemingford Abbots Parish Council (Shared Councillor training) £110.00, were unanimously approved for payment. ^(Prop SW, 2nd JP) Huntingdonshire District Council will be asked to pay the invoice to Rodney Makeham.

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| Eon (Electricity) | £50.91 |
| B Ashby (Litter picking) | £94.50 |
| Rodney Makeham (Village Maintenance) | £160.00 |
| LGS Services (Admin support) | £1537.27 |

Receipt of the precept was noted.

It was unanimously agreed not to take up the warranty offer for the Parish Council laptop ^(Prop PB, 2nd SW)

6.2 Audit FY 31 March 2013 report from Littlejohn LLP

RESOLVED to note the report and comments from the Auditor. The points raised by both the Internal and External Auditors will be addressed by the Finance Committee during the year.

7. **Closure of meeting**

There being no further business, the meeting closed at 9.35 pm.

SignedChairmandate.
