

MINUTES OF THE HILTON ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY 12TH MAY 2014 7.30 IN THE METHODIST CHURCH, POTTON ROAD, HILTON

1. To Elect Chairman and receive the Chairman's declaration of acceptance of Office

Cllr Peter Balicki was happy to continue to stand as Chairman. P.B prop, J.P 2nd, all were in favour. Cllr P. Balicki declared his acceptance of office and signed acceptance papers.

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

No apologies. Cllr J.Perez declared an interest in item 8a, Cllrs K.Dunk and A. Goodridge declared an interest in item 7.8 and Cllr G. Barradell declared an interest in item 7.1.

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

In Attendance: Jo Perez (Parish Clerk), Cllr Ian Bates, 14 Parishioners

Comments and observations from members of the public and to receive reports from the County and District Councillors (NB *Comments from the public should be relevant to items on this agenda only*)

Parishioners Open Session – 19.33

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

Item 5.6- (Lych Gate Plaque) Margaret Shardlow advised the Council that she and the Vicar were in favour of having the additional name added to the plaque and that S. Jones family were no longer in the Village.

Item 7.4 (FW request to level marquee site) Sharon Walker advised the Council that it was a small area that they had hoped to work on. This is for Health and Safety reasons to make the area safer for FW. She advised that Mike Richards has a JCB that would be used. The idea now is to take off an area of turf, fill with top soil and the re-turf using the same turf previously removed. FW would cover all costs.

Item 7.3 (Clear footpath Mill Hill End) Margaret Shardlow asked the Council to thank Mr Ilian for his hard work whatever decision it came to.

Item 6.1 (A14) Richard Norton advised the Council that he did not feel reading reports in the Hunts Post that Hilton had been taken seriously and urged the Council that the village needs to get more support regarding this issue.

Item 5.13 (Green spaces map) Andy Bush asked the Council how much they thought the potential earnings from selling the map would be. He also advised the Council that the information on the website still made reference to the appendix.

Item 6.3 (Fireworks) Andy Bush advised the Council that in 2012 there had been discussions in the PC about looking at a contingency plan regarding the Fireworks and perhaps the PC should look at this.

Item 5.3 (Easements) Cllr I Bates asked if this was for a commercial interest. If so he requested to see this and asked if it had been to our solicitor.

Cllr I Bates reported:-

Cambridge County Council would be holding their open meeting the following evening, this would be their AGM. He reported that the County Council would be changing from a Cabinet of 9 members to 5 service committees. There would be 17 members on each committee each with their own Chair and Vice Chair. Each would have their own allowance from the budget. Two motions would be debated at tomorrow's meeting, Council Tax and Economic Development.

Open session closed 19.46

3. To approve the minutes of the previous meeting of the Parish Council on 7th April 2014 and the extraordinary meeting held on the 16th April 2014.

The minutes of the 7th April 2014 were approved, S.W proposed, 2nd K.D as a true record, Cllrs P.B, D.B and J.P abstained as not present at this meeting, all other Cllrs were in favour.

The minutes of the extraordinary meeting of the 16th April 2014 were approved, J.P proposed, 2nd W.W, S.P abstained as not present at this meeting, all other Cllrs were in favour.

4. To Elect a Vice Chairman and review committees and working groups – See Appendix A for details

Cllr Graham Barradell was happy to stand as vice chair once again, P.B proposed, S.W 2nd, all Cllrs were in favour.

All working groups to remain the same, other than HAT- Cllr J.P will report on this at item 6.4. Brian Ward was re-elected to the Town Trust, G.B proposed, P.B 2nd, all Cllrs were in favour.

5. Matters arising or carried forward from the last meeting for discussion and decision

5.1 (3.1) Cambridgeshire County Council Minor Improvements Scheme - update

P.B read out the email update from Ross Hamilton from CCC. Balfour Beatty apologised for the delay and would update Ross as soon as possible to advise when the Beacons would go in. He would also chase to get the signage put up as soon as possible. The Clerk had drawn Ross's attention to the potential danger the crossing is in its current state. Ross advised that he will chase all involved.

5.2 (3.6) Vegetation surrounding Pond, Graveley Way

Cllr G.Barradell has spoken to the residents at no1 Tithe Close who advised that they have done what they intend to do until their neighbours are ready to do further work. The resident at the Crossroads advised that he will be doing the work himself. He will be removing the branch currently in the Pond. K.D advised that now may not be the best time to carry out work due to the wildlife. He will speak with the tree warden and report back to the PC.

5.3 (3.7) Update regarding working group to resolve outstanding Easements over the green

P.B advised that the working group meet with Ian Stott, Julian Thomas was away. Ian and Julian had prepared a report which devised a scheme to formalise an agreement for access rights across the Green. P.B advised that 2 requests have been received. The requests include some commercial easement but the WG are trying to restrict so it does not affect current use but protects for future use. The WG met with the people requesting the easement, that person is seeking further advice. The wg will report back to the PC when it has an update.

5.4 (3.8) Update regarding abandoned car on the green

The Clerk advised that she was waiting for some photographs showing the damaged caused which Allan Salem had kindly offered to supply. Once received she would send off the completed forms to the DVLA requesting information on the owner of the vehicle. K.D has not yet written to the Police but he will do this and report back to the PC.

5.5 (3.9) Update regarding Green management policy from Cllr Dunk, including update on tree at crossroads and Sparrow Way

K.D reported that the tree at Sparrow Way had been removed. No progress on the tree at the crossroads. K.D and a group of volunteers have been doing some good work around the village.

5.6 (3.10) Update regarding additional name to be added to the World War 1 plaque on Lych Gate

P.B read out an email received from the War Memorials Trust, the email clearly states that they do not recommend adding names to plaques when a grave stone is already in place in the UK. The plaque is for those that did not return from war and have no gravestone. S. Jones has a grave for mourning. The gravestone is in good condition. P.B proposed that given the advice from the War Memorials Trust that S.Jones name is not added to the plaque, K.D 2nd, all Cllrs were in favour.

5.7 (3.11) Update on Village Hall car park – discuss quotes received

The Clerk read out the 3 quotes received. 2 of the quotes provided gave prices for a comprehensive and remedial fix, 1 was just for remedial works. The PC do not have the funds available to make a comprehensive fix, so it would have to make a remedial fix which should last 3-5 years. The PC felt that the quote from Fleming Construction offered the best solution at the best cost of £750. The PC discussed that as the Village Hall car park is used by many it would like to ask the Village Hall Committee and the Town Trust if they would be willing to share the costs of repairs. This would mean each share would be £250. It was proposed that we have the work done on the condition that the Village Hall Committee and the Town Trust would be willing to share the cost. P.B Proposed, S.W 2nd, all Cllrs were in favour. If these conditions were not met then it would come back to be discussed at another meeting.

5.8 (3.12) Update on damaged shutter on cricket pavilion – discuss quotes received

The Clerk read out the 3 quotes received. It was proposed that CLS carry out the work with the agreement that the shutter would be painted to match existing. P.B proposed, G.B 2nd, all Cllrs were in favour. Clerk to advise CLS.

5.9 (5.1) Update following meeting with Insurance Company – Came & Co

The Clerk, Cllrs S.Whyte and S.Perry met with David Palmer a representative from Came & Co to discuss the insurance needs. Came are a broker and they have two insurance companies that are equipped to offer insurance to Parish Councils, Aviva and Hiscox. Aviva on this occasion provide the better price for what we require. If we agree to commit to 3 years the PC would receive a 5% discount on its premium. It was proposed that we continue with our existing company Aviva but on the 3 year agreement. P.B Proposed, J.P 2nd, all Cllrs were in favour. The clerk will action.

5.10 (5.2) Update on Community Chest Fund – Hilton Village Handbook

The Clerk reported that she had submitted the form requesting £560 for a new Village Handbook to be printed. She will report back to PC when she has been advised of the outcome.

5.11 (5.3) APM- Annual Parish Meeting – discuss invitations

The APM has been arranged for 20th May in the Village Hall. The clerk and Chairman will organise the invitations.

5.12 (4.4) Green Management Group – list of jobs – update on current list and new requests

K.D updated, the Ivy removal has been done, W.W has organized a solution to stop cars parking at the Pond. The next priority is to remove the ash pile from the wilderness. This will be done by trailering it to the tip. K.D will email out for volunteers. K.D will add the request from Margaret Shardlow to deal with weeds at Lych Gate to the 'to do list'.

5.13 (4.5) Green Management Group – map printing and costs – update

K.D advised that he had been quoted the same cost for 150 copies as he had for 250 copies £187.50 + VAT. P.B advised that he may have a source that could do them cheaper, he will make enquiries. It was suggested that the PC try to find out if there is an interest in purchasing the map. D.B would ask at the WI. K.D was pleased with the input he has received so far regarding the map. It was decided that this item come back to one more meeting to see what interest has been received and costs.

6 Committee, Working Groups and Members items

6.1 (4.1) A14 working group - update following 2 recent meetings held by the Highways Agency and Jacobs. Discuss if it is possible to put updates on the website following WG meetings.

P.B read out an email he had received from Julian Thomas, it stressed the need to get our District Councillor and MP on board to do all they can to help the Village. P.B also read out an email received from Sue Clark, Sue had contacted the office of Andrew Duff MEP.

20.57 - Sue Clark was at the PC Meeting and introduced herself. The Chair opened the meeting for Sue to speak.

Sue explained that she had emailed Andrew Duff as she felt it was a good opportunity to get more support for the Village. Andrew agreed to meet with Sue and any others that were available to meet the next day at 3.00pm to look at the proposed route for the A14.

21.07 – Mark Stanton from the A14 working group was also invited to speak. Mark was happy to attend the meeting with Sue.

Mark also advised the PC that he had spoken to Brampton PC who are fighting for a route change. He felt it would be a good idea for the A14 working group to split in two. One group could then join forces with Brampton and the Offords to give more strength to fight for a route change, the second group would then keep fighting for mitigation.

S.W proposed, K.D 2nd, D.B abstained, all other Cllrs were in favour.

21.15 Open session closed

Feedback from the open meeting with Jacobs was that they were ill informed. They are due to report back to the WG with answers to some of the questions raised.

6.2 (4.2) Discuss Planning committee meetings – discuss if these can be held on another day other than Wednesday as previous agreed due to venue availability

Proposal to change the Planning Meetings to Tuesdays at 7.30 in the Methodist Church when available. A.G proposed, K.D 2nd, all Cllrs were in favour.

6.3 Fireworks Group Meeting – update

Cllr D.Bates read out a summary of the meeting with the Fireworks working group along with Sharon Walker from Feast Week and Neil Sunderland on the Fireworks Committee. There were lots of discussions and questions asked regarding the sustainability of Fireworks as is. The PC were advised that the Town Trust would be willing to help to cover the shortfall a figure of £500 was given but this would be a one off as long as the PC has a longer term plan. It was decided that the notes be circulated and this item should be on our next agenda.

6.4 HAT- Cllr J Perez – update Council

Cllr J Perez advised the PC that he was handing Hilton Action on Traffic (HAT) back to Ken Attwood as due to a change in circumstances he can no longer commit the time needed.

7 To consider any correspondence/communications received requiring decision or action and any other agenda items

7.1 Discuss request from Fenstanton Youth FC to continue to use the green for all home matches for the 3 teams and possible review of figures

The PC decided they are happy for the Football club to carry on using the Village Green and facilities but if they continue they would have to agree to some conditions. The PC felt that it was fair to increase the fees to £300 to include the utilities as there are now 3 teams using the facilities and training. The PC would also like to see the Green roped off and marshaled to stop cars parking on it. The PC also wants to ask that they remind all coaches that inappropriate language will not be tolerated. The clerk will write to the Football club. J.P Proposed, D.B 2nd, all were in favour.

7.2 Discuss request from a Parishioner to put temporary signs up by the Graveley Way Pond to remind drivers to slow down as ducklings are crossing

The PC cannot put up any signs but if a Parishioner felt they wanted to put up a temporary sign that would be up to them. The PC could not formally support.

7.3 Discuss request from Mr. Ilian for reimbursement of costs for items and products used when clearing the footpath from the Shop to Mill Hill End

P.B read out the email request from Mr. Ilian. The PC was grateful that Mr. Ilian and a group of volunteers had carried out the work. However it was concerned that this request had come to us after the work had been carried out. Normal practice should be to approach the PC first. The PC decided that on this occasion as a good will gesture they would reimburse Mr. Ilian, but it must be made clear that in the future retrospective claims would not be considered. S.W Proposed, J.P 2nd, 1 abstained, 1 against, all others were in favour. The clerk will inform Mr. Ilian and thank him.

7.4 Discuss request from Sharon Walker, Feast Week Chair to level out and flatten area where the Marquee will be sited

Feast Week have revised their original plan as there is not enough time for new grass seed to establish itself. The request is to carefully remove an area of turf with the help of Mike Richards, volunteers and overseen by Ian Stott. They will then fill the uneven area with topsoil and the original turf will be re-laid. FW will cover all costs and ensure that if any problems arise they will deal with them. The PC proposed that with confirmation and assurance from Ian Stott they are happy for the work to be carried out. S.W proposed, D.B 2nd, 1 abstained, 1 against, all others were in favour.

7.5 Discuss request from clerk to purchase 2 books to assist her with her job – 1 x SLCC –Clerk’s Manual £52.50 + £3.00 shipping. 1 x Local Council Administration 9th Edition- £75.00 + £3.00 Shipping

It was discussed if it would be better for the PC to join SLCC and not renew with Cpalc as this would offer a discount on books required and also the PC may find SLCC membership more useful and helpful. It was suggested this be looked into and this item be brought back to the next PC meeting.

7.6 Discuss Rodney Makeham continuing to cut the Green for the same fee of £40 Per cut

The PC are happy for Rodney Makeham to continue, G.B Proposed, W.W 2nd, all were in favour

7.7 Discuss email from Julie Briggs – would we like to take ownership of tools from the disbanded Hilton Wildlife Conservation Group?

The PC would like to take ownership of the tools offered. K.D would be happy to store them. W.W proposed, J.P 2nd, all were in favour.

7.8 Discuss placements of construction signs at building projects in the village

The PC discussed that there should be a time limit on construction boards on building projects. If on private property it is not of concern to the PC. On this occasion as it

has been brought to our attention, retrospective permission would be given. P.B proposed, A.G 2nd, 1 abstained, all others in favour.

7.9 Dog Fouling – stickers

The PC does not feel that stickers are needed but we should put a reminder on the website, Spectrum and notice boards to clean up after your dogs.

8 To consider and decide upon matters relating to Finance and Risk Assessment

8.1 Authorise payment of any bills

8a	Jo Perez	Clerk's March Salary		£ 419.77
		Clerk's Expenses – Royal Mail – recorded delivery		£ 1.72
			CCC 1 st class letter	£ .62
		Prefix 18866	Mar/Apr Telephone calls	£ 2.51
		BT	Jan-Apr Telephone calls	£ 4.61
			Travel Expenses:-	
		1 x	Huntingdon return	£ 6.75
		1 x	Stationery costs-	
		3 x	Samsung toner	
			A4 laser printer paper	£ 63.74
			Total	£499.72chq
8b	John Carter	S/O		£575.00s/o
8c	Hilton Parish Church	Flood Lighting		£110.00chq
8d	Rodney Makeham	Grass cutting – Village Green 4.4.14 & 19.4.14		£ 80.00chq

P.B prop, S.W 2nd, J.P abstained, all others were in favour.

8.2 Chairman to report on PC Accounts

P.B gave a brief summary of the PC accounts and advised that a full report would be made at the APM.

8.3 Discuss Pavilion Utility Charges

The Clerk advised the PC that Allan Salem had worked out the usage of the utilities by each user.

	Feast Week	Fenstanton YFC	Hilton CC
Electricity	£93.79	£44.74	£17.58
Water	£16.31	£16.31	£16.31
Sub-totals	£110.10	£61.05	£33.89
After correction (see below)	£110.10	£61.05	£1.27

By an oversight in the transfer of the account from Hilton CC to the PC in Oct 2012, the water bill payments were charged to Hilton CC's bank account, resulting in its overpayment of its water bill contribution by £32.62. Hilton CC's total utility allocation is therefore reduced by this amount.

9 **Councillors items – information only. No discussion and no decisions can be made.**
G.B unhappy about receiving emails just before PC meeting. A.G would like CFT to be considered for the next agenda.

10 **Closure of meeting**
Meeting closed 10.35pm

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