

MINUTES OF THE HILTON ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 8th MAY 2018 7.30PM IN THE VILLAGE HALL, HILTON

Present: Cllr P. Balicki, Cllr G. Barradell, Cllr L. Chorlton, Cllr R. Collard, Cllr K. Dunk, Cllr S. Partridge, Cllr I. Stott and Cllr S. Walker

In Attendance: J Perez (Clerk) & 5 Parishioners

1. To Elect Chairman and Vice Chairman and to receive declaration of acceptance of office forms for all Councillors.

Cllr P. Balicki was elected as Chairman. Cllr K.D prop, Cllr G.B 2nd, all Cllrs were in favour
Cllr G. Barradell was elected as Vice Chairman by way of a unanimous vote. Cllr P.B prop, Cllr S.P 2nd, all Cllrs were in favour.

Declaration of acceptance forms were signed by all Councillors present.
The Chair welcomed Laura Chorlton to the Parish Council.

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

Apologies were received from Cllr A. Goodridge. Cllr S. Walker declared a non-pecuniary interest in item 6.5.

Parishioners Open Session

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

Item 5.1 – Review of committees and Working Groups – Parishioner would like to see a Parish Council representative on the HCV group and St Ives Road Traffic committees.

3. To approve the minutes of the previous meeting of the Parish Council on 3rd April 2018 & Planning Meeting 13th March 2018.

* The minutes of the Parish Council Meeting on 3rd April 2018 were approved as a true record. P.B prop, G.B 2nd, 1 abstained as not present, all other Cllrs in favour. The Planning Minutes of the 13th March could not be approved, as not enough Councillors present.

*The Chair clarified item 3.1 in minutes 03.04.18 - when Hilton PC met with CCC and HDC through the course of A14 Highway discussions. Hilton PC was advised that South Cambs did not have any base line data and that there was going to be an amendment to the DCO. However they had baseline data for this area and they would monitor this post construction. This was confirmed by Mike Evans from A14 Highways ahead of this evenings meeting. The PC will raise the question at the APM where A14 representatives will be present.

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

4.1 (3.1) A14 – update follow meeting with the A14 delivery team.

Cllr Baradell and The Clerk met with 3 members of the A14 delivery Team on the 6th April to discuss a number of issues. The draft minutes from the meeting have been sent to A14 Highways delivery team for their approval. Once approval is gained the Clerk will distribute the approved minutes and they will be uploaded to the PC website.

4.2 (3.2) Cycle Path – further information following meeting with A14 delivery team.

During the discussions with the A14 delivery team, the Parish Council learnt that the NMU footpath has been planned for the west side of the B1040 which unfortunately leaves Hilton with no means to connect our current footpath and extend for safe passage over the new A14. This is very disappointing news as the Parish Council have been in communication with A14 Highways and CCC for some time about the desire to create a Cycle/Footpath out of the Village. The PC has asked County Councillor Ian Bates for his assistance to see what can be done and to put pressure on A14 Highways. The Clerk will provide Cllr Bates with information of discussions held so far. To be discussed further at the next PC meeting.

4.3 (5.2) Town Trust – appoint Parish Council representative

The Clerk received one application from Brian Ward. Brian was appointed as the Parish Councils representative on the Town Trust for a further 4 years. P.B prop, G.B 2nd, all Cllrs were in favour.

5. Committee, Working Groups and Members items.

5.1 Review committees and working groups – See Appendix A for details.

Appendix A was reviewed and some amendments have been made. See appendix A for details. There is still a couple of working groups or committees that require a representative, so this will be discussed further at the next PC meeting. P. B prop that discussed changes be made, S.W 2nd, all Cllrs were in favour.

5.2 (4.1) Green Open Spaces working group – updates

The new Path spec has gone out for quotation, nothing received back so far.

The Green has now dried out and the ropes have been removed.

The Clerk has received an email request to donate a memorial bench in memory of a Parishioner. As previously the PC has had to turn down these requests, due to the number of requests made, it was felt that the PC could not allow a bench in memory. However after further discussions it was decided it would be a nice idea to offer either a memorial tree to be planted or an existing tree be dedicated in memory of. This would be recorded on a central map. R.C prop, K.D 2nd, all Cllrs were in favour.

5.3 Future of supported bus services around St Ives – letter sent

To confirm that a letter has now been sent to Cambridgeshire County Council on behalf of St Ives Town council and 8 local Parish Councils.

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

6.1 Discuss and decide whether the PC should join CAPALC – annual membership £304.41

It was agreed that the Parish Council should join Capalc for one year at a cost of £304.41. This would mean a discount for the Clerk if she attends the CiLCA training. P.B prop, S.P 2nd, all Cllrs were in favour.

6.2 Discuss and decide on Clerk attending 4 day CiLCA- (Certificate in Local Council Administration) training course, cost £450.00 or £300.00 if join CAPALC.

It was agreed that the Clerk should attend the 4 day CiLCA course, this helps her personal development and would benefit the Clerks role for the PC. P.B prop, S.P 2nd, all Cllrs were in favour.

6.3 Discuss and decide on Clerk and a Councillor attending Common Land & Village Greens training, cost £95.00 + VAT pp, this includes SLCC member discount.

Cllr K. Dunk would like to attend. Due to the Clerk not being available to attend the cost would be £125.00 + VAT. It was proposed that Cllr Dunk attend on behalf of the PC and he would report back to the PC. P.B prop, G.B 2nd, all Cllrs were in favour.

The Clerk will pass the course information to the Common Land rights representative, in case they too are interested in attending at their own cost.

6.4 Easement – Pecks Coppice discuss

There is a dispute between the Parish Council and the owner regarding vehicle access to Plot 1. The Chairman has been trying to speak with the district valuer to ascertain a cost for an easement across Parish Council owned land. The district valuer charges £90.00 ph on a cost recovery basis. In order to resolve the issue the Parish Council need to get a figure to present to the current owner. The PC will need to discuss further with our Solicitor. The Easement working group will take this forward and will be discussed further at the next Parish Council.

The Clerk will send the documentation showing its position to all Cllrs.

6.5 Feast Week road closures – request

The Clerk has received road closure requests from Feast Week. P.B prop that this was agreed, K.D 2nd, all Cllrs were in favour.

6.6 Parish Councils cost to register with the ICO (Information Commissioner's Office) for GDPR – TBA at meeting

The Clerk needs to register the Parish Council with the ICO, and believes the cost to be £35.00 but will not know for sure until the registration is completed. The Chairman will authorise once figure know as it is for a small amount.

7. To consider and decide upon matters relating to Finance and Risk Assessment

7.1 Parish Council Insurance renewal – £1,245.51 includes long term agreement discount

This is the 2nd year of the long term agreement. P.B prop to pay this amount for the PC insurance, G.B 2nd, all Cllrs were in favour.

7.2 Authorise payment of any bills.

7a John Carter (JSC)	S/O April 2018		£ 660.00 s/o
7b K & M Lighting services	Maintenance 01.04.18 – 30.06.18		£ 153.82 chq
7c Cambs County Council	Street Light Energy 01.10.16 – 30.09.17		£1,129.85 chq
7d CSR Performance Ltd	4 X Nitrogen Oxides diffusion tubes (fitting & analysis)		£ 60.48 chq
7e Came & Co	Annual Insurance		£1,245.51 chq
7f Mr Makeham	Grass cutting 12.04.18 – half a cut, 20.04.18		£ 67.50 chq
7g Clerks Salary	Salary April 2018		£ 584.13 s/o
	Expenses	Graffiti Remover	£10.05
		Telephone	£10.21
		Total =	£20.26 chq

P.B prop, G.B 2nd, all Cllrs were in favour.

7.3 Audit Information

The Chair and the Clerk have completed the audit. The Chair talked through the Parish Council finances, they are about to go to the internal auditor. The Parish Council was asked to approve section 1 of the Audit. P.B prop, S.W 2nd. All Cllrs were in favour.

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

Cllr I. Stott – far end of Grove End the Playground sign has fallen over. Cllr K. Dunk – is disappointed to see that the PC is still being filmed. Cllr S.P – would like to see emails that the clerk receives distributed to the rest of the PC. Also, she would like to suggest a fund for tea and coffee at PC meetings be organised. The chair would like to extend thanks to Willie Wilson for his work on the Parish Council over the 5 years. The Annual Parish Meeting will be held on Tuesday 22nd May at the Village Hall and the next Parish Council meeting will be Monday 4th June.

9. Closure of Meeting.

21.34

SignedDate.....