

**MINUTES OF THE HILTON PARISH COUNCIL MEETING HELD ON MONDAY 1st OCTOBER 2018
7.30PM IN THE VILLAGE HALL, HILTON**

Present: Cllr P. Balicki (Chair) Cllr G. Barradell, Cllr L. Chorlton, Cllr R. Collard, Cllr A. Goodridge, Cllr S. Partridge, Cllr I. Stott and Cllr S. Walker (arrived 8.10)

In Attendance: The Clerk (Jo Perez) and 8 Parishioners

1. **To receive any apologies for absence and declarations of interest**
Apologies received from Cllr K. Dunk and County Cllr I. Bates

Parishioners Open Session

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

Item 3.2 – A Parishioner asked if the PC have any response to the emails and following on from the meeting with the Constabulary regarding the speeding and HGVs? Also can the PC consider having a permanent member of the PC at the meetings going forward? Otherwise can H.A.T (Hilton action on Traffic) and the PC liaise?

This will be discussed and answered when agenda item is discussed.

Item 5.6 – A parishioner asked whether the PC had tried to mend the current laptop.

The Chair and Clerk explained that the laptop is 5 + years old. The laptop is low on memory, very slow and is not connecting to the internet. This item will be discussed further during the meeting.

Items 5.3-5.6 - A parishioner felt this was a large spend on administration and with salary amounted to a quarter of the precept.

The Clerk pointed out that this was for the benefit of the PC. Other than a 2 day course when first appointed, this was the only spend on training for the Clerk in 5+years and that it was a legal requirement for the Clerk to be paid.

Item 4.5 - A parishioner asked why a fee had to be paid for the planning application for the pavilion.

The PC explained that it is no longer exempt from application fees.

Item 5.7 – A Parishioner asked about the winter gritting – who will be responsible for this, and would like a name of the person?

This will be discussed during the meeting.

Item 5.2 – Parishioners request, does the PC wish to ask any questions?

Not at this time

Item 5.1 – Parishioner has been involved with liaising with the A14 to help with this matter and asked if this be discussed as part of the meeting?

This will be discussed at the agenda point.

Closed 19.41

2. **To approve the minutes of the Parish Council Meeting held on 3rd September 2018**
The minutes of the Parish Council Meeting held on 3.9.18 were approved as a true record, Prop Cllr G.B, 2nd Cllr S.P, all 5 Cllrs present were in favour.

3. **Matters arising or carried forward from the last meeting for discussion and decision**
3.1 **(3.1) Update - Wicksteed following meeting to discuss flooring – repair & replacement**

Following a meeting with Wicksteed the Clerk has received quotes for 3 different types of replacement surface coverings. The costs range from around £8,000 to over £14,000 excluding VAT. Other contractors will be contacted to get some comparison prices. The PC will look into funding available for replacing both the surfacing and the equipment.

A Volunteer group along with some Councillors will clean the current surfacing to try to help with the slippery surface, although this will be a temporary measure and will need to be assessed. The Clerk will put a sign up to advise of the slippery surface. A working group will

look to get other quotes, funding and the non-slip surface coating and bring back information to the next meeting.

3.2 (3.2) Update – Traffic Monitoring- speed watch volunteers required

The Chair asked a Parishioner who had attended the meeting with the Constabulary if he had met with the policeman who has volunteered to help with the monitoring of speeding vehicles during his probationary period. The Parishioner has met with the officer and he has agreed when shifts allow that he will try to monitor the traffic and also ask his traffic colleagues. He will also contact the County Council to ask for better signs throughout the village. No data logger has been found for monitoring the traffic but one was recently borrowed from Mick George. 3 separate monitoring sessions took place over 3 consecutive weeks at different locations in the village. The results of these sessions showed approximately 40,000 vehicles travel through a week, up to 25 large/HGVs coming through per night despite the ban and the average speed going south showed over 50% of vehicles were speeding with top speeds of over 90mph. The Policeman was in favour of the village monitoring the situation and reporting back. Speedwatch will need volunteers, over a two week period. It would be useful to have data recorded in October so that the information can be taken to the force wide operation meeting in November. A notice will be put on the website and Cllr Goodridge will contact the volunteer group to ask for volunteers. It was agreed that Cllr L.Chorlton would liaise with the other traffic groups on behalf of the Parish Council and keep the PC updated on any developments.

3.3 (3.4) Fireworks – Fireworks purchased – discuss admission price and other details

The display will be on Saturday 3rd November, gates open at 6.00pm, with Fireworks at 7.00pm. FW will provide refreshments. It was suggested that there should be an increase in admission prices this year. £3.00 for adults, £1.00 children, under 5's go free. Cllr P.B prop, Cllr G.B 2nd, all Cllrs were in favour. Gates will be open on the morning of the bonfire from 9.00am – 1.00pm for Parishioners wishing to contribute safe combustible items for the bonfire. Cllr G.B will send out a rota for Councillor Volunteers to help on the night.

4. Committee, Working Groups and Members items.

4.1 (4.1) Update- A14 application for funding now submitted & discuss upgrade of A14 to €

The Chair asked the Clerk to invite representatives from the A14 Highways England team to attend the next Parish Council meeting to give an explanation of why and how the A14 is now being considered for motorway status.

Cllr Goodridge advised that she had received an email to advise her that our application for funding was being considered and they were optimistic. The PC will be advised of the outcome soon.

4.2 (4.2) Update on Easement at Pecks Coppice – valuation details & current crossing of Parish land

The valuation report has now been received and a value for an easement has been set at £37,500. The applicant has been advised that they have 21 days to decide whether they agree to this. If no agreement is reached within this time then the applicant will be expected to remove the hardcore and restore the land to its original state.

4.3 (4.3) Green Open Spaces – updates

Cllr Stott updated on the Water voles. Due to the dry weather, the voles seem to have gone and therefore will not be rehomed in the village.

Notices to be displayed to advise Parishioners that work is due to start on the paths on the 8th October.

4.4 Community Bus Services – Update on survey

Leaflets need printing and distributing to advise all Parishioners to complete the survey online before the 31.10.18. Hard copies of the survey will also be available for anyone without access to the internet and the details will be added by the Clerk.

4.5 Pavilion – planning application submitted but no longer exempt from fees, the charge is 50% for Parish Councils. Therefore the cost of the application is £117.00 authorised by Chairman

The Parish Council has been advised that it is no longer exempt from planning application fees and the application for the Pavilion could not be considered until payment has been made. The Chair authorised the payment in order not to hold up the process.

4.6 Policies – formal adoption of Equal Opportunities Policy and Safeguarding Adults and Children Policy –required for funding application.

The above policies were a requirement when making an application for funding to the A14. Both policies were approved for adoption, Cllr P.B prop, Cllr S.P 2nd, all Cllrs were in favour.

4.7 Planning Policy – consider Planning Policy document with a view to adopt

Cllr Barradell has distributed the document to all Cllrs. Some Cllrs were not clear about some of the wording. Cllr Barradell will make amendments and bring back for approval at the next meeting.

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

5.1 (5.1) Update on Reeves ditch water level & further discuss and decide on request from a Parishioner to set up Hilton Angling club.

A14 delivery team delivered 5 tanker loads each of 3,500 gallons/16,000ltrs of water to the pond today. They are due to deliver again tomorrow. Sizeable fish have been taken out and temporarily rehomed. Cllr Stott gave some background information on the Pond. In 2003 the Environmental Agency came and removed sizeable fish due to the low water levels. Average rainfall from May – Sept is usually around 240mm, in 2003 it was 157mm and this year it's been 129mm. The Pond is approx 80mtrs long, 25mtrs wide. Two Parishioners who have been corresponding with the A14 team have had a look at the pond silt, they believe the silt is caused by road vibration and the far bank of the pond. While the water level is low it may be a good time to look at retaining the far bank. Verbally Parishioners have been told the very low water level could be due to A14 water extraction, however the A14 will not officially confirm this. A Cllr was concerned how the water extraction could affect the cottages and homes in the village that do not have foundations. One Parishioner suggested sinking a bore hole and using a float, if the water levels drop then water from our ground source could be pumped in. The Clerk will contact the EA and A14 to discuss.

Having an angling club will mean that the EA would be able to offer assistance. Also there would be the possibility of fund matching from the EA. The club can use the pond as a resource to teach kids to fish and a nature reserve for educational purposes. This will be organised and run by Parishioners who have experience.

5.2 Request from Parishioner for donation for the Royal British Legion, permission to lay knitted Poppies at the Lychgate & request for the Chairman to attend ceremony.

The Chair confirmed his attendance. Decisions will need to be made regarding where and when the Beacon is lit. The Chair will discuss with the organisers all the finer details. A donation of £60.00 will be made towards the wreaths, Cllr P.B prop, Cllr S.W 2nd, all Cllrs were in favour. The PC is happy for the knitted poppies to be displayed at the Lychgate.

5.3 Request from Clerk to pay £250.00 fee for CiLCA qualification

The cost for the qualification is £250.00. The Clerk has a year to complete the qualification. The course will enable the Clerk to carry out her duties more efficiently and will be a benefit to the Parish Council. The Clerk advised that the qualification was specifically for the benefit of the Parish Council. Cllr P.B proposed to make the payment, Cllr G.B 2nd, all Cllrs were in favour.

5.4 Discuss and decide on request from the Clerk to pay for extra hours worked for CiLCA qualification & books required to complete qualification

The Clerk advised the PC that it is likely to take extra hours to complete the work involved for the qualification. Where possible contracted hours will be used but it is unlikely that this will be possible much of the time. The Clerk will keep a timesheet of extra hours worked and the Parish Council can review if and when needed. The Clerk will need to purchase new books

and updated volumes to complete the course. Approximate spend of £150.00, Cllr P.B prop. Cllr G.B 2nd, all Cllrs were in favour.

5.5 Annual Membership Renewal to SLCC due October – cost £115.00

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

5.6 Request by the Clerk to purchase a new Parish Council laptop, approx spend £500.00

The PC laptop is over 5 years old, the clerk has problems with its memory and it is very slow. Currently it does not connect to her home Wi-Fi. The Clerk has compiled a report of a number of options for a new laptop all of which are around £500.00 inc VAT. The Clerk will need to check regarding software and if current Microsoft package can be transferred. Cllr P.B prop that up to £500.00 be spent on a new laptop, if software is going to cost more the Clerk will need to bring back to the PC. Cllr S.P 2nd, all Cllrs were in favour.

5.7 Winter Gritting Volunteers – volunteer forms to be returned by the end of Oct.

Cllr A.G would be happy to volunteer and will approach the volunteer group for more volunteers. Hilton Action on Traffic would be happy to take this on. The Parish Council would be happy for H.A.T to take responsibility for this. A note will be put on the website to see if any others wish to volunteer.

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

6.1 Authorise payment of any bills inc clerks salary

6a John Carter (JSC)	S/O September 2018	£660.00s/o
	Cutting Cricket Pitch Area 27.08.18	£40.00chq
	Cutting outer field September	£40.00chq
6b K&M Lighting Services	Street Light Maintenance 01.10.18-31.12.18	£153.82chq
6c Conway Tree Specialist	Tree work- Emergency –Walnuts by the Maze	£110.00chq
6d Ecotricity	Energy Supply 25.06.18 – 24.07.18	£ 8.37 DD
	25.07.18 – 24.08.18	£ 8.54DD
6e CAPALC	4 x Training sessions to complete CiLCA qualification	£300.00chq
6f CALPALC	Book required to complete qualification -	£ 14.99chq
6g PKF Littlejohn	External Audit – AGAR 2018	£240.00chq
6h SLCC	Annual Membership Fee	£ 115.00chq
6i SLCC	CiLCA Qualification Fee	£250.00chq
6j Neil Sunderland	Dynamic Fireworks – purchased by Neil	£1749.15chq
6k HDC	Planning Application – Pavilion (already made)	£ 117.00chq
6l Hilton Methodist Church	Hire of Church 01.07.17 -31.08.18 10hrs	£ 60.00 chq
6m Clerks Salary	Salary September 2018	£ 584.13s/o

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

6.2 Precept 2019/20- Discuss and consider proposal from the Finance committee of an additional 1.9% £530.00 – total £28,620

The finance committee met and recommends that the precept is increase by 1.9%. All Councillors to consider his and it will be discussed again at the next full PC meeting.

6.3 Audit – returned from external auditor

The audit has been returned, sections 1,2 & 3 and the notice of conclusion will be put on the website and noticeboards.

6.4 Monies Received

£5 Map
£41 License for Oaktree Farm

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

Guttering at the Pavilion has been fixed.

8 Closure of Meeting.

22.06

Signed **Date.....**