

**MINUTES OF THE HILTON PARISH COUNCIL MEETING HELD ON MONDAY 1<sup>ST</sup> APRIL 2019 7.30PM IN THE VILLAGE HALL, HILTON**

**Present:** Cllr G. Barradell (Vice Chair), Cllr L. Chorlton, Cllr A. Goodridge, Cllr S. Partridge, Cllr I. Stott, Cllr S. Walker,

In Attendance: The Clerk (Nicola Webster), County Cllr I. Bates and 4 Parishioners

Meeting commenced at 19:35

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

Apologies received from Cllr P. Balicki (Work), Cllr R. Collard (Work) and Cllr K. Dunk (Prior engagement).

No declarations of interest were received

Close meeting 19:36

**Parishioners Open Session**

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

3.1 A parishioner advised that the playground looks good

5.4 A parishioner would like to remind the council that the LHI funding was discussed at the June 2018 meeting of the Parish Council when Chair advised that the council would have 13 months to put together a proposal. The parishioner would like to know what has been done.

3.1 A parishioner expressed their disappointment that the Parish Council would be calling for volunteers to help on the playground when the suggestion of volunteers for the pavilion was refused.

County Cllr I. Bates advised that the mistake on the recent council tax letters was the responsibility of HDC and not CCC and confirmed that the increase in the precept would be 2.99% and not 3.2%.

Reopen meeting 19:40

**2. To approve the minutes of the Parish Council Meeting held on 4<sup>th</sup> March 2019**

The minutes of the Parish Council Meeting held on 4<sup>th</sup> March 2019 were approved as a true record. **Cllr G. Barradell proposed that the minutes be approved as a true record, 2nd Cllr L. Chorlton, 5 Cllrs in favour, 1 Cllr abstained.**

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

**3.1 (3.1) Play Park – discuss and vote on:**

- a. Contractor**
- b. Design including flooring**
- c. CTP & funding**
- d. Leaflet drop for volunteers and donations**

Cllr S. Partridge suggested that the design of the new playground could be displayed in the playpark. Cllr G. Barradell asked if the presentation could be put on the website. Cllr S. Partridge advised that the Parish Council has been successful in their funding application with Wren and has been awarded £57k based on project costs of £62k. Playground design has been reviewed and cost negotiated so current Kompan design is £48k. Additional Eibe seesaw requested by parishioners is an additional £1.2k. The suggestion for the flooring is rubber matting with a 10 year warranty and grass growing through it. At the joint working group meeting with Green Open Spaces they have confirmed that they have the capacity to maintain the playground if it is laid to grass.

Meeting closed 19:46

A parishioner asked if they could have the supporting documents. He also wanted to know if the alternative locations for the playground were still being investigated.

Reopen 19:47

**Cllr S. Partridge proposed that the supplier for the playground is Kompan, 2<sup>nd</sup> Cllr S. Walker, all cllrs in favour.**

Cllr S. Partridge advised that, whilst there is more work to maintain grass flooring, the matting has the longest warranty of 10 years. Cllr G. Barradell advised that this was work that the Parish Council was capable of doing. Cllr L. Chorlton reminded the council of the difficulty of cleaning a rubber floor with no direct water supply.

**Cllr S. Partridge proposed that the design is agreed with the matting and grass option, 2<sup>nd</sup> Cllr L. Chorlton, all cllrs in favour.**

Cllr S. Partridge advised that the grant from Wren is derived from landfill taxation and the Contributing Third Party (CTP) payment is to offset the tax on the grant that Wren would have to pay. As the CTP value is 11% of the value of the grant, the CTP figure is £6190. The donation of £2.5k from the Town Trust will offset the amount the Parish Council will pay so the amount that the Parish Council will be liable for will be £3690. If the cost of the playground is less than the value of the grant and therefore we do not use the entire grant then the proportion of the CTP will be refunded to the Council at the end of the project. The working group are still in discussion regarding the donation from the Hilton Baby and Toddler Playgroup.

Close 20:01

County Cllr I. Bates advised that £3.7k is very good value for a playground for the parishioners.

Reopen 20:02

**Cllr S. Partridge proposed that the Parish Council pay the CTP within 28 days of receiving the invoice, 2<sup>nd</sup> Cllr L. Chorlton, all cllrs in favour.**

Cllr S. Partridge presented the working group's recommendation that there is a leaflet drop to the village to request volunteers to help clear the ground around the playground and also asking for donations. Cllr S. Walker suggested a tear-off portion of the leaflet which will allow donations to be identified and the Parish Council can send thank you letters.

Close 20:04

A parishioner asked if there was any value in the play equipment being removed.

Reopen 20:05

Cllr L. Chorlton suggested alternative ways that donations could be received, e.g. GoFundMe, bank details on leaflet, tear-off slip. Cllr S. Partridge asked that the Councillors also volunteer to lead the work clearing the playground. Cllr I. Stott advised that the work would need to be carried out soon (ideally before 14<sup>th</sup> April). Cllr G. Barradell asked the Clerk to carry out a risk assessment for the work.

Close 20:11

A parishioner asked what work the volunteers would be asked to do and volunteer to help with his excavator.

Reopen 20:12

**Cllr S. Partridge proposed that there is a leaflet drop to ask for volunteers and donations, 2<sup>nd</sup> Cllr S. Walker, all cllrs in favour.**

Cllr S. Partridge advised that there will be another joint working group meeting with Green Open Spaces to discuss the fencing and the grass in the picnic area. She requested an agenda item for the next meeting to discuss auctioning off the playground equipment. The Clerk will edit the presentation for posting on the website. Cllr L. Chorlton asked whether we can email parishioners directly to ask for donations, the Clerk will look into the GDPR implications. The Clerk will also proofread the leaflet prior to printing.

### **3.2 (3.2) NMU – Update regarding feasibility study**

Cllr A. Goodridge and Cllr I. Stott met with John Stanley (CCC) and Transport Initiatives LLP to discuss the feasibility study for the NMU. The study will be funded by the Cambridgeshire Community Foundation (CCF) and the contractors will be Transport Initiatives LLP. They do some traffic monitoring but would like information from HAT. Cllr A. Goodridge has also spoken with the Clerk of Fenstanton Parish Council regarding their NMU project. Cllr A. Goodridge confirmed

that the draft study of Hilton's NMU will be available in July and the final document will be published in November. The Clerk will check whether the £9.5k funding has been received. The Parish Council will be paying the balance of £500 but this will not be due for payment until July.

#### **4. Committee, Working Groups and Members items.**

##### **4.1. (4.1) Update on Easement at Pecks Coppice – further information.**

Cllr G. Barradell advised that there is no update available and asked for a further month to resolve this. Cllrs had concerns that this was taking an unacceptable length of time and asked if there was any action the council could take to speed up the process.

##### **4.2. (4.2) Green Open Spaces – Update on tree work and paths. Report regarding ropes around green. Benches to be discussed with consideration to repair and reinstatement.**

Cllr I. Stott advised that we have a start date for the work on the paths which will be week commencing 6<sup>th</sup> May 2019. Cllr I. Stott and Cllr K. Dunk will be meeting with the contractor prior to the commencement of the work. Cllrs had concerns that this work would drag on and not be completed in time for Feast Week. Cllr I. Stott advised that the tree work has been done by the volunteer group and one contractor. The other contractor will be starting his work next week. He also advised that the ropes around the green would be removed by Easter weekend. The Green Open Spaces working group has received a request to reinstate the bench by the brow between the Wilderness and the football pitch. This will be added to a future agenda.

##### **4.3. (4.4) Speedwatch – update on progress.**

Cllr L. Chorlton advised that a parishioner has agreed to run the sessions and now has the equipment. Unfortunately a lack of available volunteers has prevented the first session. Cllr L. Chorlton will check when the next training session is going to take place. Cllr S. Partridge suggested that we could put this request for volunteers on the website.

##### **4.4. (5.5) HAT – update from group regarding LHI funding success for MVI and HGV Watch**

HAT was successful in their Local Highway Improvement (LHI) funding bid for a Mobile Vehicle Activated Sign (MVAS) and 5 accompanying posts. HAT will be purchasing the equipment and are surveying the parishioners for suitable locations for the MVAS. Hilton was 8<sup>th</sup> out of 39 grants awarded.

HAT advised about the launch of the HGV watch scheme. This will be similar to speedwatch but observing HGVs breaching the night time weight ban. The training session will be held on 13/04/19 at 2pm at Police HQ in Hinchingbrooke. Request to put on the website to source volunteers to do the training.

There has been no action taken regarding the Strategic Trade Route covenant as it was going to be investigated by the Chair.

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

##### **5.1. Oak Tree Farm – Correspondence regarding registration of property and boundary dispute.**

Cllr G. Barradell explained the issue with regards to this boundary dispute. The owner has applied to CCC and Land Registry for correction and there is no action for the Parish Council at this time.

## **5.2. RATS – Review correspondence.**

Correspondence has been received from RATS with speed data. Their recommendation is for a post for the MVAS which has already been included in the successful HAT LHI application.

## **5.3. Picnic Benches – discuss additional picnic benches.**

Cllr S. Walker presented the council with information to show that the current benches are aged and green. She has received a suggestion from a parishioner for a more family friendly circular picnic bench. Her suggestion is for 2 new picnic benches and a curved bench behind the maze. Cllrs asked numerous questions including could we relocate current benches and is there a limit to the number of benches we have in the village? An advisory group was formed comprising of Cllr I. Stott, Cllr S. Partridge & Cllr S. Walker to review the current benches and assess the need for additional benches. They will provide costings for replacement and additional funding sources.

## **5.4. LHI Funding – formation of working group.**

Cllr G. Barradell advised that there has been no work done for LHI funding. An advisory group was formed comprising of Cllr L. Chorlton, Cllr A. Goodridge & members of HAT. Their objectives are to consider feasible projects for which we could apply for funding. The Clerk will send the details of the LHI funding process to all councillors.

## **5.5. New laptop for Clerk (Oct 2018 5.6) – purchased. Review Microsoft package and agree spend.**

The Clerk advised that she has purchased a new laptop but has been unable to install the current Microsoft package as it is Home & Student and to use it for commercial use would be a breach of the licence. Recommendation that the council purchase Office 365 at a cost of £7.90 per month

Close 21:27

A parishioner asked whether the council has considered opensource office software which is free.

Reopen 21:28

**Cllr G. Barradell proposed that the Clerk look into opensource software and if it is not suitable she will purchase Office 365, 2<sup>nd</sup> Cllr S. Partridge, all cllrs in favour**

## **5.6. (5.8) Clerk Training – ILCA complete, Annual Meetings course attended, recommendation from CAPALC trainer that Clerk also complete their New Clerk course, agree spend, discuss CILCA training.**

The Clerk advised that she has completed the online Introduction to Local Council Administration course which has covered the legal requirements and legislation applicable to the running of the council. She has also attended the CAPALC Understanding Annual Meetings course where the recommendation from the trainer was that the Clerk should also attend the CAPALC New Clerks course which covers the more practical aspects of running a council. The

Clerk also advised that she would like to do the CILCA training in due course. **Cllr G. Barradell proposed that the council pay for the Clerk to attend the New Clerks course, 2<sup>nd</sup> Cllr A. Goodridge, all cllrs in favour.**

**5.7. Cambs ACRE survey sent to all councillors – please complete.**

Cllrs were reminded to complete this survey.

**5.8. Standing Order review – NALC standing orders updated April 2018 – set up advisory group.**

The Clerk advised that the Council's Standing Orders are out of date and need to be reviewed. Cllr G. Barradell advised that these should be reviewed by the Policy Advisory Group following next month's Annual Meeting of the Council.

**5.9. Annual Meetings – plan Annual Parish Meeting and Annual Meeting of the Council**

Cllr G. Barradell advised that the Annual Meeting of the Council would be held on Monday 13<sup>th</sup> May as the first Monday is a bank holiday. The Clerk advised that the Annual Parish Meeting must be held before the end of June. Suggestions to invite village groups such as WI, Girlguiding and weather report by local expert. The Clerk will check the availability of the Village Hall in late May / early June. The Clerk will draft a leaflet to be sent to parishioners.

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

**6.1. Authorise payment of any bills**

6a. John Carter (JSC)	S/O February 2019	£660.00	s/o
6b. John Carter (JSC Services)	Cutting of cricket outfield 20/02/19	£45.00	chq
6c. John Carter (JSC Services)	Cutting of cricket outfield March	£45.00	chq
6d. B.E. Ashby	Handyman Services	£56.70	chq
6e. Ecotricity	Energy Supply 25/12/18-24/01/19	£8.54	DD
6f. Clerks Salary	Salary March 2019	£437.97	chq
	Travel 1 X Burwell return,	£23.40	chq
	1 X Huntingdon return	£6.30	chq
6g. Laptop	Lenovo V130	£447.95	chq
6h. ILCA Course	ILCA	£118.80	chq
6i. CAPALC	Understanding Annual Meetings	£25.00	chq

**Cllr G. Barradell proposed, Cllr S. Walker 2<sup>nd</sup>, 5 cllrs in favour, 1 cllr abstained**

**6.2. Monies received**

None

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

Cllr S. Walker would like to thank the Clerk for the supporting documents and would like to request that the availability of supporting documents to parishioners be put back on the agenda for a future meeting.

Cllr G. Barradell noted that the Council has received a letter from Community Roadwatch expressing their thanks for the recent £50 donation

**8. Closure of Meeting.**

21:52

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

DRAFT