

HILTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 25TH OCTOBER 2006 AT PERCYWOOD COMMUNITY LOUNGE COMMENCING AT 7.00PM

PRESENT:

Councillor: L Kolkman (in the Chair)

Councillors: P Hickinbottom, P Walton-Knight, D Smalley, J Keery, G Rice
and G Banton

3 members of the Public were in attendance.

PUBLIC PARTICIPATION

It was reported that the Parish Council had received information at the last Parish Council meeting on the possible site for new waste management development, Waste Site Allocation Development Plan Document. The Parish Council was asked if they had replied to this. The Clerk replied that it was agreed in the Last Parish Council Meeting and a letter of reply had been sent.

It was reported that permission had been granted on land to the north of Percywood Close for the erection of three bungalows. The access to the site is along Shady Grove to Percywood Close. It was reported that lorries were taking this route through and over the footpath. A member of the public said that he had spoken to the contractors on 3 different occasions to find out why the contractors are not displaying Danger Beware signs. The Parish Council was asked if the contractors could be forced to display these signs. The Clerk replied that she would speak with SDDC Planning Department and check on the legalities of this matter.

It was reported that at the corner of Percywood Close on the pavement by the bungalows is in need of repair due to it being prone to bad flooding.

POLICE MATTERS

There was nothing to report.

COUNTY COUNCILLOR'S REPORT

There was nothing to report.

DISTRICT COUNCILLOR'S REPORT

An apology for absence was submitted and accepted on behalf of Councillor M Littlejohn.

There was nothing to report.

1. MINUTE NUMBER 171/06 - APOLOGIES

An apology for absence was submitted and accepted on behalf of Councillor D Allen and A Plenderleith.

2. MINUTE NUMBER 172/06 – DECLARATION OF MEMBERS INTERESTS

Cllr Rice declared a personal interest in item 8/A of the agenda under Clerks Report for the proposal of new Website Space.

3. MINUTE NUMBER 173/06 - TO CONFIRM THE NON EXEMPT MINUTES OF THE MEETING HELD ON 27TH SEPTEMBER 2006.

The Minutes of the Meeting held on Wednesday 27th September 2006 having been circulated were approved and signed as a true record.

4. MINUTE NUMBER 174/06 - ELECTION OF VICE CHAIRPERSON

Cllr Keery was put forward as Vice Chairperson to take over from Cllr Rice in light of his resignation as Vice Chair. Cllr Rice will continue however as a Parish Councillor until 30th November 2006. This was due to Cllr Rice moving out of the area.

Resolved: Cllr Keery to become Vice Chairperson as of the next Parish Council Meeting to be held on 22nd November 2006.

5. MINUTE NUMBER 175/06 – TO DETERMIN WHICH ITEM IF ANY FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED.

No item from part 1 of the agenda was taken with the public excluded.

6. SUB COMMITTEE REPORTS

A) MINUTE NUMBER 176/06 - CHAIRPERSONS REPORT

It was reported that a meeting had taken place with Chris Mason from SDDC to discuss phase 1 of the Hilton Village Hall Master Plan. The groundwork for phase 1 will commence on 30th October 2006. This will also include some groundwork for phase 2, as match funding can not be found. They have proposed to do this work at the same time. The groundwork will cost £380k

It was also reported that a further amount of £500k had been given towards this project but most of this money had already been spent. We were informed that £150k was all that was left out of the £500k. This money is not from the 2.5 million 106 monies.

It was reported that the Chair and Vice Chair would be having a meeting with Chris Mason and Mark Allfleck on 13th November 2006 to discuss the 2.5 million 106 monies and how this will be distributed.

It was reported that the work on the Mease Project will commence on the 6th November 2006.

B) MINUTE NUMBER 177/06 - FOOTPATHS REPORT

It was reported that the Greenway was in a mess. It was Explained that this was part and parcel of the groundwork to be completed in phase 1/2, all work should be completed by January 2007. It was also reported that the planting on the Greenway had been taken out and the drain covers had been broken. This matter is currently in the hands of the Legal Dept at SDDC.

Resolved: The Chair to take digital pictures of the broken drain covers and the flooded area and email over to Chris Mason at SDDC for action to be taken.

It was reported that access will be prohibited through the village hall grounds as of 30th October 2006 once work on Phase 1/2 begins. Letters are currently being sent out to parents via Hilton Primary School explaining the situation that they cross the village hall land at your own risk.

C) MINUTE NUMBER 178/06 - FINANCE REPORT

There was nothing to report.

D) MINUTE NUMBER 179/06 - RECREATION REPORT

113/06 It was reported that the polystyrene balls are still in the field under the tree. The contractors have been contacted on this matter and have cleared some of it away. It was explained that the Clerk to the Parish Council is in the process of getting 3x quotes to have the tree cut so we may ask the contractor that gets this job to add the clearing away of the polystyrene to the quote.

E) MINUTE NUMBER 180/06 - VILLAGE HALL REPORT

147/06 It was reported that the Village Hall Committee are in the process of completing the COSHH and Asset registers before the Parish Council takeover.

F) MINUTE NUMBER 181/06 - ETWALL AREA MEETING

There was nothing to report.

G) MINUTE NUMBER 182/06 - EDUCATION FOUNDATION REPORT

It was reported that the work at the school should be completed by Easter 2007.

H) MINUTE NUMBER 183/06 - AIRFIELD REPORT

There was nothing to report.

I) MINUTE NUMBER 184/06 - TOYOTA REPORT

There was nothing to report.

J) MINUTE NUMBER 185/06 - POLICE LIAISON REPORT

It was reported that the police have been asked to vacate the Doctors Surgery. The police will now be situated in an office at Hilton Primary school until a suitable alternative can be found. They have been offered space out of the village but they do not wish to move away. It was reported that maybe Hilton Village Hall could be used by the Police in the future.

It was reported that the Highways Representative from SDDC did not attend the Safer Neighbourhood Meeting as promised. It was agreed that somebody from the Highways Department would arrange a meeting with Hilton Parish Council members at a later date to discuss issues of safety etc.

K) MINUTE NUMBER 186/06 - SCHOOL GOVERNORS REPORT

It was reported that Cllr Plenderleith had been put forward to become a School Governor in place of Cllr Rice.

Resolved: Cllr Plenderleith accepted as a School Governor to take over from Cllr Rice.

L) MINUTE NUMBER 187/06 - TREE WARDENS REPORT

The Clerk explained that she had spoken to SDDC with regards to which trees in the village had Tree Preservation Orders on them but unfortunately they could not be of any help. The Clerk had also asked SDDC for a list of approved Tree Surgeons but again they could not help. The Clerk said that she had emailed Cllr Walton to see if she could provide any information on this matter.

M) MINUTE NUMBER 188/06 - MARSTON ON DOVE AND DISTRICT RELIEF IN NEED CHARITY

There was nothing to report.

N) MINUTE NUMBER 189/06 - LENGTHSMEN REPORT

The Lengthsman reported that some youths in the village had tried to set fire to the litter bin on the small playing field. The Clerk reported that they had also tried to set fire to the litter bins on the skate park.

The Lengthsman reported that youths had also been letting fire works off around the village hall on the 25th October 2006. It was also reported that fire works had also been going off around the village after the 11pm deadline.

The Lengthsman was asked when the hedge at Mill Lane would be cut. It was agreed that a day and time would be given to the Clerk so that this matter could be co-ordinated.

Resolved: The Clerk to liaise with the Lengthsman/Groundsman to get the hedge cut on Mill Lane.

O) MINUTE NUMBER 190/06 - FOOTBALL REPORT

There was nothing to report.

6. MINUTE NUMBER 191/06 - REPORTS FROM COUNCILLOR'S THAT HAVE ATTENDED ANY OTHER MEETINGS

Cllr Rice reported that he had attended the DALC Training day on Saturday 21st October 2006 at Hulland Ward. The day was very interesting and was based on the National Training Strategy Councillor Training Pack Modules it concentrated on a Good Council and Powers, Duties and Precept of a Council.

It was reported that in correspondence Item-N, The Draft East Midlands Regional Plan was discussed at the DALC Training day and the response time to this is quite soon.

Resolved: All Parish Councillors to pop into the Parish Council office and have a look at the Plan and give their comments to the Clerk for her and the Chair to draft a response.

It was reported that the Elections for all Parish Councils would be held in May 2007.

7) MINUTE NUMBER 192/06 - CLERKS REPORT

Cllr Rice declared a personal interest in item 8/A of the agenda under Clerks Report for the proposal of Website Space.

It was reported that the website for Hilton Parish Council is currently hosted on a work colleagues computer where Cllr Rice works, this can only be hosted there until such time that Cllr Rice leaves his current job for pastures new so we have to purchase our own website space. Cllr Rice has kindly offered to sort all this out on behalf of the Parish Council and he has also offered to maintain the new website on our behalf in the future. Cllr Rice needed authorisation to continue with this project as it was going to cost the Parish Council a one off payment of £100.00. This is the cost of the web space required.

Resolved: The Clerk to raise a cheque for £100.00 for Cllr Rice to Purchase the web space required.

Resolved: Cllr Rice to maintain the website on behalf of the Parish Council now and after the 30th November 2006 when he leaves us as a Parish Councillor.

The Clerk proposed that the Parish Council adopt the Disciplinary and Grievance Procedure as per the ACAS Statutory Guidelines.

Resolved: To adopt the Disciplinary and Grievance Procedures for Hilton Parish Council that the Clerk had prepared.

The Clerk proposed that the Parish Council adopt the Health and Safety Policy taken from the Health and Safety Executives Website.

Resolved: To adopt the Health and Safety Policy that the clerk has printed off from the Health and Safety Executive Website.

The Clerk proposed that we send all employees to Hilton Parish Council on a one day Health and Safety Training Course to be held at the Burton Technical Collage. The Clerk reported that this will be at a cost of £100.00 per candidate. The Clerk was asked if any other college could provide this course cheaper.

Resolved: The Clerk to look at cheaper alternatives to Burton College and book all employees on to the course as soon as possible. If a cheaper option can not be found the Clerk is to book Burton Technical College.

The Clerk proposed that the Council adopt the Job Descriptions that she had prepared for the Lengthsman, Groundsman, Booking Clerk and Caretaker. It was proposed that the Lengthsman and Groundsman hours be stated 15 hours contractual.

Resolved: To adopt the Job Descriptions for all of the above.

Resolved the Clerk to amend the Job Description for the Lengthsman and Groundsman and add a set 15 hours per week.

Resolved: The Clerk will issue the Job Descriptions, Contracts of Employment and the Disciplinary and Grievance Procedures as soon as possible.

The Clerk proposed that the Council adopt the Induction Packs that she has prepared in conjunction with the ACAS guidelines.

Resolved: To adopt the induction packs provided by the Clerk.

The Clerk proposed that the Council adopt the Appraisal Scheme that she has prepared in conjunction with the ACAS guidelines.

Resolved: To adopt the Appraisal Scheme provided by the Clerk.

The Clerk proposed that the Council adopt the Application for a Job Form that she has prepared in conjunction with the ACAS guidelines.

Resolved: To adopt the Application for a Job Form provided by the Clerk.

The Clerk proposed that the Council adopt the Report of an Injury or Dangerous Occurrence Form in conjunction with the ACAS guidelines. The Clerk also proposed that the Parish Council purchase two accident books, one for in the office and one for in the garage.

Resolved: To adopt the Report of an Injury or Dangerous Occurrence Form provided by the Clerk.

Resolved: The Clerk to purchase two accident books.

The Clerk reported that she had not yet found three companies to quote for the pruning of the trees in the village as she was trying to get information on which trees in the village had Tree Preservation Orders.

The Clerk reported that she had not yet got three quotes for the painting of black boards on the Pavilion wall.

The Clerk reported that she had not yet called in the Clean Team to remove the rubbish from out of the garage as she needed to arrange a day with the Lengthsman to sort this matter out. The Lengthsman reported that the old goal posts would need to be cut down into smaller bits for the Clean Team to be able to fit them in the van.

Resolved: The Clerk to ask about and see if anybody has cutting equipment that we could borrow to complete this job.

The Clerk reported that she had not yet ordered the waterproofs for the Lengthsman and the Groundsman as she was awaiting sizes required.

The Clerk reported that she had written to Mr Fraser informing him that he would be the Internal Auditor for the Financial Accounts 2006/2007. The Clerk had not yet written to Mr Ingman the previous Internal Auditor informing him that he was not successful but she would do this and send it to him with his payment for the Audit for the Financial Year 2005/2006.

Resolved: Clerk to write to Mr Ingman informing him that he will not be completing the Internal Audit for the Financial Year 2006/2007.

8. MINUTE NUMBER 193/06 – DERBYSHIRE ASSOCIATION OF LOCAL COUNCIL'S

Circular No 37/2006

- A) The Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541)
- B) Parish and Town Council Clustering and Joining Forces, How Parish and Town Councils can do more in Partnership – LGIU/SLCC Publication
- C) Horsely Parish Council – Appointment of Clerk/Responsible Financial Officer

9. MINUTE NUMBER 194/06 – FINANCE

Resolved: Accounts for payment.

Cheque No:	Payee:	Description:	Amount
001032	Cancelled		
001033	Audit Commission	Audit 2005/2006	£411.25
001034	Mr D Ingman	Internal Audit 2005/2006	£135.00
001035	Viking Direct	Stationery	£37.81
001036	Scribe 2000 Ltd	Membership	£245.00
001037	Mrs E Kolkman	Chair's Expenses	£28.00
001038	Hilton Village Hall	Rent	£36.25
001039	C Orme	Expenses	£30.00
001040	B Dowell	Wages	£56.16
001041	C Orme	Wages	£726.49
001042	D Woolliscroft	Wages	£245.70
001043	G Hall	Wages	£318.24
001044	P Stretton	Wages	£79.50
001045	Inland Revenue	NIC's	£392.92
001046	G Rice	Web Space	£100.00

Invoice sent to SDDC ref the cleaning of the Greenway – Remittance Received for £468.00

The Clerk explained that she was in receipt of the Scribe 2000 Accounting package but she had not yet had time to input the information.

Resolved: The Clerk to install and update the Accounts for the financial year 2006/2007 as soon as possible.

11. MINUTE NUMBER 195/06 – ITEMS FOR INFORMATION

Resolved: To note the following information.

- A) H M Revenue and Customs – News for Employers Bulletin No 24
- B) DCC – Helping keep Derbyshire Kids in Derbyshire – Information on Fostering
- C) SDDC – Recommendations and Reports of Committees for submission to the Council at its Meeting on Thursday 28th September 2006
- D) DCC – Private Street Works, Development at Main Street Hilton by Radleigh Homes – Informing of Street Adoption
- E) Lloyds TSB – Bank Statement for Marston on Dove & District Relief Charity
- F) Heritage News Letter
- G) South Derbyshire Environment Education Project – Advertising Apple Day 2006 & Garden Tree & Bulb Give Away – Put on the Village Hall window
- H) SDDC – Licensing Act 2003 – Amendments to Applications
- I) Greg Rice – Resignation of Office
- J) Stadia Sports – Catalogue 2006 Sports equipment
- K) SDDC – Etwall Area Meeting to be held on 14th November 2006 at the Hatton Centre in Station Road Hatton, commencing at 7pm
- L) Rosliston Forestry Centre – Bonfire Night 4th November – Put on Village Hall window
- M) Mark Todd MP – Information on the Police Community Support Officer
- N) East Midlands Regional Assembly – Draft East Midlands Regional Plan
- O) East Midlands Regional Assembly – Draft Regional Plan Consultation: Local Public Events
- P) SMP Playgrounds – Special Offer on Play Equipment
- Q) DEFRA – Guidance on the Cleaning Neighbourhoods & Environment Act 2005 Addendum
- R) DCC – Cultivation of Highway Land at Egginton – Copy of License
- S) SDDC – Joint Meeting with Parish Council – Minutes of the Meeting dated 19th July 2006
- T) DCC - Free on Board Public Transport in Derbyshire – Put on to counter for Public Information at the Village Hall.
- U) Inland Revenue – Certificate for Value Added Tax – Copy ref change of Clerk Details
- V) DCC – Oakleaf Remembrance Service 2006 at St. Peters Church, Belper on the 19th November 2006 commencing at 3pm
- W) Hilton Village Hall – Thanking the Parish Council for the Donation towards the tree pruning at the Village Hall

12. MINUTE NUMBER 196/06 – ITEMS FOR DECISION

- A) DCC – Derby and Derbyshire Minerals Site Allocations Development Plan Document October Latest News – Questionnaire completed information
Resolved: No further action to be taken
- B) DCC – A5132 Hilton to Chellaston: Road Safety Improvement – questionnaire to be completed and returned.
Resolved: Clerk to send reply supporting the Safety Improvements but to ask if Speed Activated Signs or Cameras can be installed to make sure that the improvements work.
- C) Stone Construction – Quote for Addition to Contract on Egginton Road
Resolved: No further action to be taken.
- D) Taylor Woodrow – Hilton H22 (adjacent Parish Land) – Plans for proposed work
Resolved: Clerk to send a reply supporting the proposed work

- E) Mr and Mrs Price – Letter ref Dog Bin
Resolved: No further action to be taken.
- F) Letter from Cllr Plenderleith apologies of absence, and supporting Cllr Keery as election of Vice Chair.
Resolved: Already covered above no further action to be taken.

13. PLANNING APPLICATIONS

A) MINUTE NUMBER 197/06 - PLANNING APPLICATIONS TO BE CONSIDERED

- A) Reg No 9 2006 1100 D – The Substitution of plot types on plots 2-9 under planning permission 9 2004 1249 at Area H18 Former Hilton Depot
Resolved: No objections
- A) Reg No 9 2006 1075 F – The erection of a garden room at the Hilton Brook Public House, Witham Close, Hilton
Resolved: No objections
- B) Reg No 9 2006 1159 FH – The conversion into living accommodation of the garage at 22 Ribble Close, Hilton
Resolved: No objections
- C) Reg No 9 2006 1147 FH – The conversion of the garage into living accommodation and the erection of an extension at 14 Enfield Close, Hilton
Resolved: No objections but consideration must be taken into account about off road parking.
- D) Reg No 9 2006 1634 F – The erection of a single storey brick built pavilion incorporating four changing rooms, officials changing, kitchenette and small meeting room along with associated parking at land to the South of The Mease, Hilton
Resolved: No objections
- E) Reg No 9 2006 1167 FH – The Conversion into living accommodation of the garage at 37 Marston Brook, Hilton
Resolved: No objections but the Clerk must state in the reply that they did not provide adequate drawings in the pack sent.
- F) Reg No 9 2006 0996 F – The erection of a conservatory at 15 Derby Road, Hilton
Resolved: The Clerk to reply that the Parish Council could not consider this planning application as no plans were provided.

14. MINUTE NUMBER 198/06 – PLANNING MATTERS FOR INFORMATION

Resolved: To note the following applications.

- A) Reg No 9 2006 0899 TP – The pruning of a Cedar Tree under SDDC Tree Preservation Order Number 161 at Hilton House Hotel, Mill Lane, Hilton
- B) Reg No 9 2006 0922 FH – The erection of an extension at 109 Avon Way, Hilton
- C) Reg No 9 2006 0920 F – Substitution of house type to plot 3 (approved under 9 1999 0890 F) at 10 Dale End Road, Hilton
- D) Reg No 9 2006 0630 MD – Application for the approval of reserved matters of planning permission 9 1290 0917 O for the erection of industrial units at land at Hilton Business Park, The Mease, Hilton
- E) Reg No 9 2006 0961 A – Advertisement for Redrow Homes at the Mease, Hilton

It was reported that Reg No 9 2006 0961 A – The Advertisement for Redrow Homes at the Mease was originally situated in the incorrect place, this has now been rectified Although

they are contravening section 2 of the Planning Act by stating the prices. The Planning Dept at SDDC is trying to resolve this matter at present.

15. MINUTE NUMBER 199/06 - DATE OF THE NEXT MEETING

The next Parish Council Meeting will be held at Percy Wood Community Lounge on the 22nd November 2006 commencing at 6.45pm for a 7.00pm start.

The Chair thanked Cllr Rice for all his hard work and support over the past years and reported that the whole Parish Council were very sorry to see him leave. Cllr Rice has stepped down as Vice Chairperson as of the next meeting but will continue in his capacity as a Parish Councillor until the 30th November 2006. The Chair wished Cllr Rice every happiness and success for the future.

16. MINUTE NUMBER 200/06 - EXEMPT ITEMS

A) PREVIOUS CLERKS GRATUITY AND CONTRACT OF EMPLOYMENT

The Clerk reported that she was in receipt of a letter dated 16th October 2006 from the previous Clerk declining the original Gratuity Payment.

B) INLAND REVENUE INFORMATION

The Clerk explained that she had nothing to report on this matter yet.

C) DISCIPLINARY HEARING OF A HILTON PARISH COUNCIL EMPLOYEE

The Clerk reported that an employee to Hilton Parish Council was suspended on full payment pending an investigation. A hearing was arranged and took place on the 12th October 2006 at Hilton Village Hall. The decision was made by the Panel that the employee should be given a final written warning for their actions that would remain on their personnel file for 12 months. The Clerk explained that the employee had requested an appeal hearing against the original decision. The Clerk reported that this was arranged for the 2nd November 2006 at Hilton Village Hall. The Clerk explained that she required 3 different Parish Councillors for the appeal hearing if practicable possible.

Resolved: Cllr Rice, Cllr Keery and Cllr Walton-Knight to be the panel for the appeal hearing. It was agreed that Cllr Walton-Knight although on the previous panel would have to attend the appeal hearing due to nobody else being available.

The Clerk explained that she had taken advice on the above matter from DALC, SDDC Human Resources Department and ACAS. The Guidelines in this matter that were followed were provided by ACAS and they are the Statutory Guidelines for Disciplinary and Grievance Procedures.

CONFIRMATION:

DATE:
