

HILTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 25TH APRIL 2007 AT PERCYWOOD COMMUNITY LOUNGE COMMENCING AT 7.00PM

PRESENT:

Councillor: L Kolkman (in the Chair)

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

1 District Councillor and 3 members of the public were in attendance.

PUBLIC PARTICIPATION

A gentleman from the Scouts and Guides thanked the Parish Council for their letter of support with regards to the proposed new building. He said that he would be submitting the letter along with the plans and the planning application at the end of the following week. He said that they were also waiting to hear from SDDC what funding they would receive from the 106 monies and what other grants they had applied for had been successful. The plan would be to start the build in September 2007 to be completed by December 2007. The Parish Council wished the Scouts and Guides the very best in their forthcoming venture.

A Parish Councillor asked the gentleman from the Scouts and Guides if much damage had been caused during the burglary over the weekend. The gentleman from the Scouts and Guides replied that he had not received any information on this matter but would find out more detail at his meeting following the Parish Council Meeting. The Parish Councillor explained that the Parish Council garage had also been broken into on the same evening.

A member of the public said that she was very concerned over the Mill Farm Planning Application. In the very beginning an architect was employed to write a site analysis, this stated that the extension had a corrugated roof. The member of the public explained that she had contacted the Planning Department on this matter and reported to them that this was incorrect and the roof was actually corrugated asbestos. It does not say anywhere in the report that they had an asbestos problem. They would also have to take soil samples to check for soil contamination.

It was agreed that the Parish Council would write to the planning department at SDDC stating that a member of the public had concerns with regards to the asbestos roofing and had brought this to the attention of the Parish Council.

POLICE MATTERS

There was no Police present and there was nothing to report.

COUNTY COUNCILLOR'S REPORT

Cllr Hood sent his apologies.

DISTRICT COUNCILLOR'S REPORT

Cllr Littlejohn was present at the meeting.

Cllr Littlejohn reported that the bars and the rendering work to be completed at the local Barbers Shop in the village would be completed within the next three weeks.

Cllr Littlejohn reported that this would be her last Parish Council Meeting as the Ward Member for Hilton. Cllr Littlejohn said that she would like to thank the Parish Council for all their help and support over the years, she said that she had done her very best for the village of Hilton and had thoroughly enjoyed her time with us. Again she wished the Parish Council the very best for the future. The Chair to the Parish Council thanked Cllr Littlejohn for her sterling work and explained that she would be sadly missed. Cllr Littlejohn explained that she would be moving in the very near future to Rugby. Cllr Littlejohn was asked to stay in touch and to pop in and see us when she could from time to time.

1. MINUTE NUMBER 329/07 - APOLOGIES

There were no apologies for absence

2. MINUTE NUMBER 330/07 – DECLARATION OF MEMBERS INTERESTS

There were no Declarations of Members Interests.

3. MINUTE NUMBER 331/07 - TO CONFIRM THE NON EXEMPT MINUTES OF THE MEETING HELD ON 28TH MARCH 2007 AND THE EXTRAORDINARY MINUTES DATED 16TH APRIL 2007.

The Minutes of the Meeting held on Wednesday 28th March 2007 having been circulated were approved and signed as a true record. This was after corrections were made to the original copy for spelling errors.

The Minutes of the Extraordinary Meeting held on Monday 16th April 2007 having been circulated were approved and signed as a true record.

5. MINUTE NUMBER 332/07 – 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 333/07 - CHAIRPERSONS REPORT

The Chair reported on the Leisure Meeting that was held on 18th April 2007. The Chair explained that if the Parish Council put in the planning application for the new building for the Scouts and Guides it will cost half of the original fee, saving the Scouts and Guides at least £500.00. The Chair explained that the Parish Council had suggested that we take over the ownership and maintenance on the building once built, providing the Scouts and Guides with an operating lease (the same as the new football pavilion at the Mease). However the Scouts and Guides had said that they would prefer to retain ownership of the building but they would be happy to do a deal with the Parish Council in which the two groups would work together and not in competition with each other. It had been agreed that the Parish Council would provide the maintenance and a booking service in exchange for a share of the income or similar arrangement. A Parish Councillor asked if the application could be submitted in the name of Hilton Parish Council if we are not going to be the owners?. The Chair replied that the suggestion in this matter had come from Tim Denning in the Planning Department at SDDC

Resolved: The Scouts and Guides to submit the planning application in the name of Hilton Parish Council.

It was reported that originally the Scouts and Guides were given £70k from the 106 money for the first 2 years. This time scale was now up and Paul Watts and Chris Mason had reviewed their position on this matter and had decided that they only want to give the Scouts and Guides £50k towards their project. This is due to the Scouts and Guides applying for grant funding as follows: £25k from Wren, £25k from Aggregates, £30k from Scouts and Guides own funds and £25k from South Derbyshire Community Partnership. The Chair explained that the Leisure committee were not happy about this decision so an agreement had been made that if all funding cannot be guaranteed then SDDC will honour the money up to the value of the £70k out of the 106 money to make up any shortfall (This was on the basis that the project would benefit a similar number of children as the Mease Football Project). It was reported that Chris Mason was not in attendance at the Leisure Committee Meeting whereby the above was agreed.

Resolved: The Parish Council to support the matter of SDDC providing up to the value of the £70K funding if a shortfall occurs in the Scouts and Guides funding strategy.

It was reported that the contractors on the Village Hall project were due to be completed by 20th April 2007, this had now been extended until 1st June 2007.

The Chair reported that we had a decision to make with regards to the gates on the Village Hall Project. The plan was to take out the gates and replace with part gates across the road and bollards along the pathways. The Caretaker has had comment from residents that there had been a dramatic drop in trouble since the gates had been installed. Melvin from Blakedown had asked the Clerk if it was really necessary to remove the gated as they were virtually new. The Clerk had explained to him that it was not our decision but if things had been different we may have asked for those to stay as it made the Village Hall more secure. She also explained that because of this

conversation Groundwork's had given the Clerk a quote with regards to a new pedestrian palisade gate to cover the extension to the greenway footpath. This would cost £1097.00 + VAT but we would still have to take delivery and make payment for the bollards etc that had already been ordered.

Resolved: Blakedowns to continue with the original plan, gates and bollards but to remove the old gates carefully as the Parish Council can use these elsewhere. This will be at no extra cost to the Parish Council as per Justine Spencer from Groundwork's.

It was reported that the Parish Council needed to pass a resolution on the layout of the play equipment. Justine Spencer from Groundwork's had sent new revised plans to the Clerk ready for the meeting. It was reported that on the revised plans there was the addition of the extra fencing and also extra paths work. Justine Spencer had been asked if the addition paths would cost any extra money on the contract. Justine has assured the Parish Council that there would be no extra charge for the work but may be an extra cost for the materials. On the new plans they had spread the equipment out and taken out the bund.

***Resolved: Young Children's Play area layout to stay as the original Wicksteed Plan.
Resolved: Older Children's Play area layout to be as the new revised plan, with only one linking path between item A & B but without linking path from B to C.***

It was reported that some of the new play equipment was still stuck in the port and no date could be given as to when it would be delivered.

It was reported that the contractors would be laying turf around the grounds at the Village Hall instead of spreading grass seed as first thought, unfortunately watering the grass was not part of the original contract. Watering grass in is different to watering to keep it alive.

It was reported that in the Leisure Committee Meeting Paul Watts had said that the Master Plan was just illustrative and not an accurate plan. It was agreed, that this said it all really.

The Clerk explained that she had managed to remove all the scrap metal from the garage. The Contractors are going to remove the wood and burn it next time they had a bonfire.

It was reported that St Modwens had changed their plans with regards to the Hilton Brook Conservation Land.

It was reported that the grass on the football pavilion project on the Mease was not growing, discussions had taken place with regards to extra drainage that would be needed, this would be at an extra cost of £3k. It was also reported that when the link road was built for the Mease the contractors on the job did not take the tarmac to the gates leaving almost 4 foot not completed. The Chair had spoken to County and we had been informed that it had got to be finished correctly.

Resolved: The Clerk to ask Paul Watts to write to St Modwens to ask them if this can be finished off. The cost will be around £3.5k.

It was reported that the Mease Project is running with a £16k shortfall predicted at the moment.

It was also reported that Paul Watts was setting up more groups for empowering young people.

B) MINUTE NUMBER 334/07 - FOOTPATHS REPORT

It was reported that there had been concerns at the last Parish Council Meeting over the footpath on Old Sutton Lane which had been blocked off by one of the residents and the footpath signs had been taken down. A Parish Councillor had investigated this matter further to find that the style had also been removed and the hedge had been grown over the gap. The Councillor made a call to SDDC and they had confirmed that this was in fact definitive footpath number 4. SDDC had also confirmed that even if the path was not used for 100 years it would still remain a definitive footpath. SDDC had confirmed that they would be sending the resident in question a letter stating that they must re-instate the footpath with immediate effect, if they do not do this SDDC will re-instate the footpath and the resident will then be billed for the works.

C) MINUTE NUMBER 335/07 - FINANCE REPORT

There was nothing to report.

D) MINUTE NUMBER 336/07 - RECREATION REPORT

There was nothing to report.

E) MINUTE NUMBER 337/07 - VILLAGE HALL REPORT

It was reported that at the last Village Hall Meeting Cllr Plenderleith was elected as the Chairperson and Cllr Smalley was elected as Vice Chairperson. Ben Dowell and Paul Stretton had also agreed to be part of the new committee along with Caroline Morris from the old Committee who had agreed to stay on until the AGM.

It was reported that at the meeting the increase in the fees had been discussed, the new committee were not happy with the £1.75 fuel supplement charge. It was agreed that something needed to be charged as the last few fuel bills that have been received by the Village Hall have been extremely high. It was resolved at the last Village Hall Meeting that the hourly rate for the hire of the rooms would increase as agreed and the fuel supplement charge would be charged at the rate of 75p per hour all year round.

The storage fee was agreed at the rate of £25.00 per year for non profit organisations and £50.00 per year for commercial organisations.

It was made clear to all charity organisations at the last Village Hall Meeting that as users of the Village Hall they could apply to the Parish Council every December for a small grant.

It was reported that the new no smoking policy needed to be added to the bottom of all the invoices, including the dates for the Village Hall Committee Meetings and the AGM.

It was reported that Brian Wild the Chairperson of the former Village Hall Committee had asked Cllr Plenderleith to say a very big thank you to everybody involved with the Village Hall and for all there hard work over his time in office .

It was also agreed at the last Village Hall Committee Meeting that Hats could install a hearing loop at their own cost. It had been made clear that this would be an asset to the Village Hall.

It was reported that the Village Hall was to be advertised on the artsderbyshire website.

It was reported that the Bookings Clerk was in the process of purchasing a bookings program for \$99 about £40. It had been chosen because it could go on to the Parish Council website and could also be used online. The only thing that this system would not be able to do was the invoicing. It was agreed that the Village Hall needed something a little better for bookings than the diary on the desk in the office, bearing in mind that the Scouts would be coming on line in the near future along with the Mease football pitches.

F) MINUTE NUMBER 338/07 - ETWALL AREA MEETING

There was nothing to report.

G) MINUTE NUMBER 339/07 - EDUCATION FOUNDATION REPORT

There was nothing to report.

H) MINUTE NUMBER 340/07 - AIRFIELD REPORT

There was nothing to report.

I) MINUTE NUMBER 341/07 - TOYOTA REPORT

There was nothing to report.

J) MINUTE NUMBER 342/07 - POLICE LIAISON REPORT

The Safer Neighbourhood meeting took place on 3rd April 2007.

It was reported that they had £5k available for grant funding for the whole of the year. At the last meeting they had £3k to give away which went quickly by people putting up their hands and stating what they wanted the money for. A Cllr complained to Phil Marriot on this matter stating that this was unfair as the spending of the money was not an agenda item. A complaint was also made with regards to nothing on this matter being entered into the minutes of the meeting. Again the complaint was brought up at

the last meeting. It had now been agreed that a financial protocol would be drawn up on this matter for the future.

The next Safer Neighbourhood meeting will be on 6th June 2007 commencing at 7pm at the Hatton Centre.

K) MINUTE NUMBER 343/07 - SCHOOL GOVERNORS REPORT

There was nothing to report.

L) MINUTE NUMBER 344/07 - TREE WARDENS REPORT

There was nothing to report.

M) MINUTE NUMBER 345/07 - MARSTON ON DOVE AND DISTRICT RELIEF IN NEED CHARITY

There was nothing to report.

N) MINUTE NUMBER 346/07 - LENGTHSMEN REPORT

There was nothing to report

O) MINUTE NUMBER 347/07 - FOOTBALL REPORT

There was nothing to report.

6. MINUTE NUMBER 348/07 - REPORTS FROM COUNCILLOR'S THAT HAVE ATTENDED ANY OTHER MEETINGS

A Cllr reported on www.artsderbyshire.org.uk, which was a new web site to find out what's on etc. It was explained that the Bookings Clerk for the Village Hall would be adding the Village Hall to this site in the near future.

A Cllr Reported that literature had been received at the Village Hall with regards to the new no smoking policy. This had been left in the office for The Caretaker and Booking Clerk to read through and make themselves aware of the law. This information would also need to be added to the Village Hall contracts and invoices.

A Cllr reported that they had attended a meeting that Brian Wood attended this was with regards to the new Code of Conduct. Brian Wood suggested that this document be adopted as soon as possible by all Parish and Town Councils. If the Parish Council adopts this document now then they will have a chance to comment on its contents. If the Parish Council do not adopt it now it will be imposed at a later date anyway .Also reported in this meeting was that SDDC were commencing a Planning Development Control Re-engineering Project. This was a project whereby the Government were encouraging Local Planning Authorities to move ahead with the e-planning agenda. It was intended that the planning process be conducted electronically from start to finish. It was envisaged that this would take place over a period of time and an important part of the equation was for those who are consulted and notified about

planning applications to be fully involved. To this end SDDC are investigating the readiness for Parish Councils to accept and respond electronically, hence the reason why all Parish Councils had been written to on this matter.

A Cllr reported that a meeting had gone ahead with Gillian Coates and Tim Denning from SDDC on 17th April 2007 with regards to recycling matters within the village. It was reported that 3 sites had been earmarked at previous meetings George Wimpey Site opposite Hilton Garage, Carlton Nursery and the Community Land next to Tesco but only Carlton Nursery may be a viable possibility. It was reported that Wimpey had said that they did not think that recycling was a good idea and would not give up any of their land for this purpose. It was reported that when the Don Amott application was looked at the Planning Department at SDDC may stipulate recycling conditions.

The Clerk reported that she had been contacted by Lorraine Neave at SDDC with regards to removing the little cardboard banks on the Main Street Car Park and replacing them with a super bank.

Resolved: The Clerk to inform Lorraine Neave that the proposed site for the super bank was not Parish Council Land. SDDC would need to gain permission from the land owner of the paper shop first.

7) MINUTE NUMBER 349/07 - CLERKS REPORT

The Clerk reported that it had come to her attention that the contractors on the Mease Project had been working illegally on site. This was due to them not registering the site as a construction site with the Health and Safety Executive. The Contractors did not fill in the form F10 as required in November 2006. New Laws came into force on 1st April 2007 that stated the Client being Hilton Parish Council were liable after this date. The Clerk had contacted the Health and Safety Executive and explained the situation and had made every step to rectify the problem. The Clerk also explained that some 9 weeks ago there was a serious accident on the site whereby a contractor fell out of a lorry breaking his wrist and splitting his head open on a pallet of bricks. The Clerk explained that Paul Watts had been aware of the situation but had not told the Parish Council, on asking him why we had not been informed. Paul Watts had replied that there was a time to say things and a time not to say things. He was told that in the future he keeps the Parish Council informed of all problems.

Resolved: The Clerk to send a letter to Frank McArdle with regards to the Parish Councils concerns in this matter.

It was reported that the Mease Football Pitch was looking poor due to dead patches whereby the grass had been cut but the cut grass had been left on the top and not taken away as we had asked causing the grass underneath to die. This matter had been brought up to Paul Watts at the last Leisure Group Meeting but he had said that there would be no need to remove the cut grass. The Chair offered to show Paul her lawn where the exact same thing had happened. Paul replied that they would remove the grass if it becomes an issue when they have to.

The Clerk reported that she had received a list of actions from Paul Watts who wanted her to do the work with regards to a Financial Plan for the Mease Project, Health and Safety, Personnel etc, etc. She reported that the Chair had spoken to Paul on this

matter and explained that the Clerk already has enough work to do and she is not to be overloaded anymore.

It was reported that the Secretary of Hilton Harriers was furious with regards to Paul Watts asking her to get a load of children together to throw grass seed down at the Mease Project to cover the patches. They have sent an email to Paul telling him that this is not possible as they would need to gain parental consent. This would also cause a Health and Safety issue. It was agreed that Paul failed to see the protocol of what can and can not be done.

Resolved: To increase the Fidelity Insurance to £200,000.00

8. MINUTE NUMBER 350/07 – DERBYSHIRE ASSOCIATION OF LOCAL COUNCIL'S

There was nothing to report.

9. MINUTE NUMBER 351/07 – FINANCE

Cheque No:	Payee:	Description:	Amount:
001118	Inland Revenue	NIC's Underpayment 2006/2007	£496.45
001119	SDDC	Rates on Store	£86.08
001120	P Stretton	Wages	£42.00
001121	Cancelled Chq		
001122	D Woolliscroft	Wages	£380.70
001123	B Dowell	Wages	£70.80
001124	C Orme	Wages	£897.53
001125	Allianz Cornhill Insurance	Insurance Cover	£684.62
001126	Viking Direct	Stationery	£90.96
001127	D J Atkinson	Mease Project	£15,270.16
001128	Hilton Village Hall	Room Hire	£129.40
001129	Mrs J Keery	TAG Expenses	£17.79
001130	Sharon Morris	Tag Expenses	£60.00
001131	Inland Revenue	NIC's	£402.07

Precept Payment Received from SDDC for the value of £25,000.00

11. MINUTE NUMBER 352/07 – ITEMS FOR INFORMATION

Resolved: To note the following information.

- A) Audit Commission – Appointment of External Auditor for the financial year end 2006/2007
- B) DCC – B_Line magazine
- C) Glasdon – News Letter
- D) Barlow & Associates – Architect's Instruction number 5
- E) SMP Playgrounds – Play and Leisure Provisions for Parish Councils Seminar Thursday 26th April 2007 at Hothorpe Hall.
- F) Post Watch – Post Office closures
- G) Optima Infrastructure Management – A38 Egginton to Willington Footway, Information on works to take place to remove Japanese Knotweed, Road to be closed for 8 weeks from November/December 2007.
- H) SDDC – Recommendations and Reports of Committees for submission to the Council at its meeting on Thursday 19th April 2007
- I) DCC – Information on a new website called Artsdrbyshire
- J) DCC – Derbyshire Gold Card Magazine

- K) DCC – Heavy Goods Vehicles – Marston Lane and Marston Road, Hilton and Marston on Dove, Leading to Rolleston on Dove, Staffordshire

12. MINUTE NUMBER 353/07 – ITEMS FOR DECISION

- A) SDDC – Result of the Un-Contested Elections, Notices for the board
Resolved: Clerk put on Notice Boards 18th April 2007
- B) SDDC – Summer Holiday Provision July 23rd July to 31st August 2007
Resolved: Clerk to inform them one date in July and one date in August for the Sportsmobile Only.
- C) Communities and Local Government – The Local Authorities (Model Code of Conduct) Order 2007 (SI No 1159)
Resolved: To adopt the Local Authorities (Model Code of Conduct) Order 2007 (SI No 1159)
- D) Mr & Mrs Price – Letter ref dog bin
Resolved: To reply saying thank you for your comments.

PLANNING APPLICATIONS

13. MINUTE NUMBER 354/07 - PLANNING APPLICATIONS TO BE CONSIDERED

- A) Reg No 9 2007 0330 F – The erection of two new retail units and a hot food takeaway with first floor apartments over land at the junction of Egginton Road and Witham Close, Hilton.
Resolved: Hilton Parish Council strongly objects to the above application on the grounds that firstly this application is not within keeping of the surrounding area. The proposed double retail unit with 3 bedrooms and living area above means that the overall height of the building will be too grand overlooking other properties. The access to the car park will be adjacent to the hot food takeaway outlet, this will be too close to the A5132 Witham Close Junction. The car parking proposals outside the existing nursery will narrow the access road making this dangerous especially for cars reversing as there will be a lack of visibility. Heavy Goods Vehicles delivering to Tesco and Hilton Brook House will find the access almost impossible. Whilst the proposed footpaths are welcome the vehicular movements both along Witham Close and at the A5132 Junction are too dangerous to contemplate. The traffic impact section 3.2 in the supporting documentation might slightly increase traffic flow out of the village but will vastly increase traffic flow onto Witham Close to dangerous levels. This development will also have a large increase on noise and disturbance due to extra traffic and other activities in Witham Close.
- B) Reg No 9 2007 0340 FH – The erection of a front canopy at 11 West Avenue, Hilton.
Resolved: No objections
- C) Reg No 9 2007 0336 FH – The erection of a fence at 2 Dove Rise, Hilton.
Resolved: No objections
- D) Reg No 9 2007 0328 FH – The conversion in to living accommodation of the garage and the erection of an extension at 5 Avon Way, Hilton.
Resolved: No objections providing the surrounding neighbours are in agreement.
- E) Reg No 9 2007 0358 FH – The erection of an extension at 10 Mulberry Way, Hilton
Resolved: No objections
- F) Reg No 9 2007 0395 FH – The erection of an extension at 9 Lucas Lane, Hilton.
Resolved: No objections
- G) Reg No 9 2007 0372 D – Application for the approval of reserved matters of planning permission 9 2006 0916 B for the landscaping scheme at plot 2, Hilton Business Park, The Mease, Hilton
Resolved: No objections
- H) H) Reg No 9 2007 0438 FH – The conversion of the garage into living accommodation at 7 Otter Street, Hilton
Resolved: Hilton Parish Council to object on the grounds that it is a necessity to have sufficient parking for 2 vehicles for a multiple bed house.
- Resolved: The Clerk to call Gill Hague and ask for a site meeting at Witham Close with regards to the problems.**

14. MINUTE NUMBER 355/07 – PLANNING MATTERS FOR INFORMATION

Resolved: To note the following applications.

- A) Reg No 9 2007 0098 F – The construction of 2 new retail units on land at Witham Close
This application was granted
- B) Reg No 9 2007 0170F – The erection of a temporary wooden structure and poly tunnel at Sudale Uttoxeter Road, Hilton
This application was granted
- C) Reg No 9 2007 0131 A - The display of Corporate Signage at 8 Witham Close, Hilton
Reg No 9 2006 1404 B – The application for the variation of condition 4 of planning permission 9 2006 0630 MD to extend the operating hours at land at Hilton Business Park, the Mease.
This application was granted
- D) Reg No 9 2007 0088 FH – The erection of an extension at the gables, Lucas Lane, Hilton
This application was granted
- E) Reg No 9 2007 0133 U – Change of use from agricultural land to outdoor equestrian arena at Hall Croft, Hilton
This application was granted
- E) Reg No 9 2006 1196 O – Outlined application (all matters except for siting and means of access to be reserved) for the residential development of Mill Farm, Mill Lane, Hilton
This application was granted

15. MINUTE NUMBER 356/07 - DATE OF THE NEXT MEETING

The Annual General Meeting of Hilton Parish Council will be held on 16th May 2007 at Percywood Community Lounge commencing at 7pm followed by the Hilton Parish Council Village Meeting at 8pm

The Monthly Meeting of Hilton Parish Council will be held on 23rd May 2007 at Percywood Community Lounge commencing at 7pm

16. MINUTE NUMBER 357/07 - EXEMPT ITEMS

There was nothing to report.

CONFIRMATION: _____ **DATE:** _____