

## **HILTON PARISH COUNCIL**

### **MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 26<sup>TH</sup> SEPTEMBER 2007 AT PERCYWOOD COMMUNITY LOUNGE COMMENCING AT 7.00PM**

#### **PRESENT:**

Councillor: L Kolkman (in the Chair)

Councillors: P Hickinbottom, P Walton-Knight, J Keery, G Banton

1 District Councillor, Ian Hey from SDDC and 6 members of the public were in attendance.

#### **PUBLIC PARTICIPATION**

A Member of the public noted from the agenda that the Parish Council would be speaking about dog control orders around the Village Hall area, children's play area and around the football fields. The Clerk explained that this was something that SDDC were bringing in, in the near future, this would also include fixed penalty notices for dog walkers found on restricted area, and it would also include fixed penalty notices for dogs not on a lead. The resident felt that she would be penalised as a dog owner. The resident was very angry with the new ruling but did understand the principal of this. The resident was asked to write a letter to the Clerk of the Parish Council, ref this matter. It was agreed that the irresponsible dog owners were making it hard for the rest.

It was reported that in the past the Parish Council were talking about make some areas dog free for example, children's play areas but this was abandoned in the very early stage as it was seen very difficult to police.

Kevin Harlow from Hilton Harriers firstly wanted the Clerk to minute their grateful thanks to both the Chair and Clerk to the Parish Council for all their hard work in pushing forwards practical completion at the Mease Football Pavilion to enable the open day to go ahead. It was reported that over 150 children arrived with lots of support from other residents.

Kevin Harlow from Hilton Harriers secondly wanted to discuss the operation of the Mease and how this facility would be run in the future. One option of debate at present was that Hilton Harriers would run the Mease facility independently. Kevin said that Hilton Harriers did not have the resources to do this, as the club was not set up to take on this kind of role/responsibility.

A resident reported that traffic management measures throughout the village were an absolute nightmare. A Parish Councilor reply that no further developments were in the pipeline with regards to this matter apart from the County Council would be putting in a third smaller cushion in between the current cushions on Main Street to stop vehicles cutting through the middle. However the Parish Council was not sure when this work would be done as the County Council had reported that there were no funds available to complete this in the current financial year. It was reported that the Parish Council had asked SDDC, when negotiating the 106 agreement for the Don Amott application, to negotiate extra money for traffic calming measures within the village, unfortunately this was unsuccessful.

Ian Hey from SDDC reported on the issue of grant funding. He explained that one of the things that had been noted by SDDC over a period of time was weather we need to update the village plan. Ian said that he had spoke to the rural partnership on this matter and we may be able to access their fund to amend the plan in the future.

## **POLICE MATTERS**

Apologies were received and accepted from PCSO Kerry Wait.

There was nothing to report.

## **COUNTY COUNCILLOR'S REPORT**

Apologies were received and accepted from Cllr Hood

The Clerk read out his report in his absence.

Cllr Hood had said that he would fully support the Parish Council in getting enforceable white lines by the front gates to the Village Hall. However it was reported that Mr P Leigh from the County Council had said that this was not possible.

Cllr Hood had also said that he would support and help in getting a change to the bus route within the village.

Cllr Hood had also explained to the Clerk that he had received an email from a resident on Derby Road with regards to the footpath outside his house; Cllr Hood had informed the resident that this was a matter for the developer of the houses and not for the County Council. The resident had also asked that the speed limit on this road be changed from 40mph to 30mph. Cllr Hood had said that he was still looking into this matter.

## **DISTRICT COUNCILLOR'S REPORT**

Apologies were received and accepted from Cllr Plenderleith.

Cllr Patten was present at the meeting.

Cllr Patten reported that a recent planning application for 3 units including a takeaway at Witham Close had been refused but another application for the same area had since been received.

### **1. MINUTE NUMBER 427/07 - APOLOGIES**

Apologies were received and accepted from Cllr Plenderleith, Cllr Smalley

### **2. MINUTE NUMBER 428/07 – DECLARATION OF MEMBERS INTERESTS**

Cllr Keery tendered a Declaration of Members Interest for item 5 - Sub Committee Reports section C Finance for all proposals to do with the Mease Pavilion and Football Pitches.

### **3. MINUTE NUMBER 429/07 – TO CONFIRM THE FOLLOWING MINUTES**

**Resolved: The Minutes of the Meeting held on Wednesday 25<sup>th</sup> July 2007 having been circulated were approved and signed as a true record. This was only after spelling amendments for accuracy.**

### **4. MINUTE NUMBER 430/07 – TO DETERMINE 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.

## **5. SUB COMMITTEE REPORTS**

### **A) Minute Number 431/07 - Chairpersons Report - Cllr Kolkman**

#### **Don Amott 106 agreement:**

It was reported that the Don Amott application for the first phase of three had been granted. The definitions of undertakings were as follows:

£32,452 for Built Recreation Facilities contribution, which again is ring fenced to be spent within a five mile radius of Hilton.

£396,195 for the Education contribution.

£444 for the Healthcare contribution for each dwelling erected.

£60,000 for the Hilton Village Action Plan contribution for the use of a MUGA

£95,760 for the Open Space contribution

£58,520 for the Outdoor Recreation contribution

It was reported that Hilton did not get anything towards traffic calming measures as requested all we would get is the £60k for the MUGA and maybe some of £58k. All Councilors agreed that this was a very disappointing outcome.

#### **Pavilion and Football Pitches at the Mease:**

It was reported that Practical Completion of the Mease project took effect as of 14<sup>th</sup> September 2007. However the drains were still not connected but the contractors should be starting the following week. It will take them a week to get on to the site and a week to complete the works.

It was also reported that the Kitchen had been fitted out, but gas supply had been left in roof space so no cookers were connected at present. We would need to get a contractor in to bring the supply down at a cost of £783,00 + vat . We had looked into changing to electric but this will cost just as much.

***Resolved: To spend the £783.00 + VAT to bring the gas supply down into the kitchen.***

It was also reported that originally we allocated £8k towards the fit of the building, but we are way under budget for this.

It was also reported that SDDC had agreed the drain connection at the Mease of roughly £16k.

#### **Finance Committee Meeting:**

It was reported that the Finance Committee the previous week to discuss the increase in the Precept for the financial year 2008/2009. Also discussed were the Concurrent Expenses and how unfair this system was. Some time ago a report on this matter was taken to SDDC and recommendations were given, the report was completed in May 2006 but as of today's date SDDC had still not actioned it's content.

It was reported that both the Chair and the Clerk had spoken to Kevin Stackhouse at SDDC on this very matter but he had no idea when this would come into effect. It certainly would not be next year or even the year after.

It was reported that in 1991 the population of the village was 1,398 and the number of properties were 580. These are the figures that SDDC currently work on to set the Concurrent Expenses for the village.

In 2006 the population of the village was 4,247 an increase of 204% and the number of properties have increased to 2,405.

It was reported that we now think that the population for the village for the year 2007 had been increased to around 6,000.

It was reported that Hilton had the largest growth of any village in South Derbyshire at the moment. It was agreed that if we could secure more Concurrent Expenses it would mean we wouldn't have to increase the Precept so much each year.

***Resolved: The Clerk to speak with DALC to see if there is any way that we can approach SDDC with making Hilton a special Case to increase the Concurrent Expenses.***

**B) Minute Number 432/07 - Community Services – Cllr Plenderleith, Cllr Banton, Cllr Kolkman and Cllr Keery**

- Village Hall management
- School Governors
- Education Foundation
- Marston on Dove Charity
- Police Liaison
- Safer Neighbourhoods and Neighbourhood Watch

The Chair reported that she had attended the Safer Neighbourhoods meeting on 3<sup>rd</sup> September 2007. This meeting included a workshop. The meeting took on a new format and lots of people attended. During the workshop session people were split into small groups, this was to discuss anti social behaviour etc.

The Chair also reported that she had attended a further meeting last Thursday with Chris Smith, Sarah Dagley, PC Jed Grace and Chris Mason with regards to the anti social behaviour around the Village Hall site. It was agreed that the mobile police van would be parking up more often at night within the Village Hall site. Paul the Caretaker had also been locking up earlier. This seemed to have helped lessen the problems that the Village Hall had been experiencing.

As a result of this meeting Chris Mason had gone back to SDDC, tasked to gain quotes for a new set of gates to be installed at the main entrance to the Village Hall. He had also been asked to gain a quote to put back the original gates that are still stored at the side of the Parish Council garage.

It was also reported that the Clerk had written to the County Councils Highways Department, with regards to installing enforceable white lines. Mr Peter Leigh from the County Council had replied back to this saying that they were not prepared to do this.

***Resolved: The Clerk will speak to Worksop Tarmacadon, who did the disabled bays at the Mease Pavilion and the Village Hall and ask how much they would charge for a hash markings and Keep Clear Emergency Access signage in yellow.***

It was also reported that there had been no calls for service at the Village Hall to the Police in the past two weeks.

- Community Information and Publicity

**C) Minute Number 433/07 - Finance – Cllr Kolkman, Cllr Keery, Cllr Plenderleith and the Clerk to the Parish Council**

- Parish Council Human Resources
  - Fees for the use of Parish Council Facilities
- 1) Proposal for the Fees at the Mease Pavilion**

Cllr Keery gave her report as follows:

The following rates have been adopted temporarily by the PC to start the

ball rolling down at the Mease.

Fees per match - to include 2 x changing room 1 x ref room	Hilton Harriers-Juniors	25.00
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All other Teams/organisations	30.00
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Training - per pitch (no half pitches)	Hilton Harriers-Juniors	10.00
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All other Teams/organisations	20.00
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Changing Rooms-whilst training-per 1 x changing room/ph	Hilton Harriers-Juniors	7.00
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All other Teams/organisations	15.00
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If the kitchen/lounge facilities are required by Hilton Harriers during Matches an additional charge will be payable of £10.00 per match. However this does mean that Hilton Harriers will be responsible for cleaning and leaving the room/kitchen as they found it, clean and tidy. This is not available for any other team/organisation, they would have to book the room at the hourly rates as listed below.

Kitchen/Lounge residents of Hilton	Non-Commercial	Commercial
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Before 6pm	8.00 per hour	11.75 per hour
After 6pm	9.25 per hour	14.75 per hour

Hilton Harrier will retain a key for the front door and changing/store rooms, but if the Kitchen/Lounge is required, this must be booking in advance with Ben and the key collected and returned to Bens.

All bookings for Hilton Harriers teams must be made to Ben one month in advance and any cancellations made in writing within 24 hours of the booking date, or full charges will be incurred. The exception being where a referee on the day, cancels a match.

Any additional bookings taken by Ben will be advised to Hilton Harriers for the pitches. This is subject to PC obtaining Goals or coming to some arrangement with Hilton Harriers.

Hilton Harriers/Hilton Parish Council must undertake a joint decision if the pitches are deemed unsuitable for play from either side. If an agreement cannot be reached then an independent person shall be bought in.

As I have stated, all the above is a temporary schedule, which will be reviewed and looked at in conjunction with the Parish Council, Hilton Harriers and Ian Hey if that is possible.

A number of issues need to be sorted in terms of the Funding Application procedures and regulations, and Lease Agreements that have been agreed/signed. I must stress again that this is only a temporary guide and will be subject to changes.

***Resolved: The Parish Council agreed to the above temporary charges until such time that an agreement can be reached and the Lease Agreement is signed.***

However it was reported that the Pavilion facility needed to bring in at least £1,162.53 per month to cover the overhead costs. It was also anticipated that this may not be managed for at least the first few years.

**Mease Projection Costs:**

Grass Cutting (pa)-quoted	1,649.70
End of season Maintenance (pa)-2007	1,441.72
Building Insurance (pa)-2007/2008	1,800.00
Contents Insurance (pa)-2007/2008	195.00
Line Marking (pa)-2007	150.00
Electric – estimated at half VH (pa)	1,500.00
Gas – estimated at half VH (pa)	1,350.00
Water – estimated same as VH (pa)	1,014.00
SDDC – community charge – same as VH (pa)	790.00
Caretaker – estimated (based on PC)	2,000.00
Cleaner – estimated (based on PC)	1,560.00
Booking Clerk – estimated (based on PC)	500.00
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TOTAL YEARLY EXPENDITURE	13,950.42
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PER MONTH £1162.53, this did not take into account any damage, claims etc.

It was reported that the above projection was worst case scenario and that the figures had come from what was paid at the Village Hall, and then halved. It may be that the gas and electricity could be lower than stated but the water may be higher.

It was reported that in the original tender documentation to the Football Foundation it stated the following:

**Operation of Facilities – 4.2**

The land and building will be in the ownership of the Parish Council. They will be responsible for insurance of the building and the mowing and maintenance of the pitches.

The Parish Council will then lease the building to Hilton Harriers for a peppercorn rent. The club will be responsible for the content insurance and the taking of bookings for the facility.

A joint account will be set up where all hire fees will be paid. These monies will then be used to pay for routine maintenance and weekly cleaning. A sinking fund will also be set up to ensure monies are available for the long term maintenance issues.

A management committee will be formed to ensure that the facility is managed inline with the management agreement and also the Hilton Harriers football development plan. They will also be responsible for pricing structures in relation to the facility and ensure that there is transparency with regards to Hilton Harriers hire charges.

The committee will comprise of representatives from Hilton Harriers, the Parish Council, possibly the Ward Member and in the first instance an officer from the District Council.

THIS WAS THE END OF SECTION 4.2

It was reported that we would not be producing rental income for at least the next 2 weeks, due to the drains not being connected. However the Clerk had still needed to get the premises insured since the handed over, this would be at a cost of £1,800.00 per year.

The Councilors could not see how we would be able to work this facility with the projected figures being so high. The hire prices would need to be set in line with the Village Hall as people would not pay more.

It was suggested that possibly in the future the Parish Council could move their meetings to the Mease Pavilion and pay for the hire. The lounge is a good size about the size of Percywood Community Lounge.

It was reported that the Police would like to build their own office on the Mease site, we had already asked them to give some money towards the services that are already in.

It was also agreed that the new Pavilion would require a Caretaker and Cleaner.

Standing Orders suspended at 7.50pm to allow Ian Hey to speak on the above matters.

Ian Hey was asked if there were any grants around to help in this situation.

Ian replied that we needed to go back to the original tender document to the Football Foundation for the bid.

He stated that this was a legally binding contract that Hilton Harriers were apart of, He asked the question why should you give them concessional rates if the pavilion will be making a loss?

Sport England would not accept Hilton Harriers having owner ship of this Pavilion hence the reason why it was in partnership with the Parish Council. Hilton Harriers are classed as a Community Amateur Sports Club.

It was agreed that Ian would look through the original bid documentation and then arrange a meeting with the Parish Council and Hilton Harriers to discuss its contents and how this will impact on the future development.

Standing Orders were Resumed at 7.55pm.

***Resolved: To hold off on the hire charges etc until Ian Hey had, had time to look into the original bid correspondence.***

***Resolved: The Clerk to agenda this item for the next meeting to be held on 31<sup>st</sup> October 2007.***

***Resolved: That in the short term we work on Cllr Keery's figures, but we must review this matter in 3 months time.***

## **2) Proposal on the Keys situation at the Mease Pavilion**

It was explained to the Parish Council that the Clerk had all of the keys to the new Pavilion as she did not want anybody using it at present until such time that the drains were connected.

It was also explained that Ben the Bookings Clerk had a set of keys for the pavilion on Back Lane, these keys were collected from Ben by the hirer and then returned back to him.

It was reported that Hilton Harriers had asked if they could have a set of keys to the stores, changing rooms etc at the Mease to enable them to put the goal posts etc up.

***Resolved: Hilton Harriers can have their own set of keys but not until the drains have been connected and they will only have keys for the areas that they will need to access.***

***Resolved: Any other group will collect the keys from Ben when hiring.***

## **3) Proposal to spend £80.00 + VAT on extending the Goal Posts on Back Lane – quick fix only.**

It was reported that we had needed to get the old goal posts for Back Lane pitches extended as per the recommendation from Steve Sheppard at SDDC. This was due to the pitch being moved and the goal post no longer being at the correct height. There was also a problem with one receptacle not being installed straight at the bottom end of the pitch, (this will be rectified at the end of the season by SDDC contractors). Unfortunately we had this work carried out as a quick fix, only to find that the FA guidelines state that goal posts can not be altered in anyway.

***Resolved: To spend the £80.00 + Vat to extend the current goal posts.***

It was also reported that Steve Sheppard failed to tell us at the site meeting that the receptacles had little knobs inside to stop the goal posts dropping to the bottom. Again we have had to get our contractor to drill these out.

**4) Proposal to spend £599.00 on new Goal Posts for Back Lane**

In light of the above issue it is necessary for the Parish Council to spend £599.00 on a set of new goal post for the Back Lane pitches.

***Resolved: To purchase a new set of goal posts at a cost of £599.00***

**5) Proposal to spend £800.00 on re turfing Back Lane Goal Mouths**

It was reported that SDDC contractors had made a dreadful job of moving the pitch and had left the pitches in a poor state, this meant that the pitches were not playable, SDDC contractors had however reseeded the damaged areas of the pitches but this was only one week before the season started, leaving no time for it to grow. The only way that the pitches could be made playable was by having the goal mouths turfed.

***Resolved: To spend the £800.00 for the re turfing of the goal mouths.***

***Resolved: The Clerk to try and re bill SDDC for the extra work that the Parish Council had to pay to make the pitches playable.***

It was also reported that the same contractors had installed the wrong size goal flag receptacles. They have since been asked to come back and rectify this mistake.

**6) Proposal to Purchase Goal Posts for the Mease Pavilion – PC to pay inc VAT Hilton Harriers to give a cheque for the Goal Posts less VAT, PC to claim VAT at end of year.**

The Clerk explained that Hilton Harriers had ordered the goal post for the Mease. The Clerk wanted authorisation that it was ok for her to pay for them as Hilton Harriers had given her a cheque for the purchase of these less the VAT. The Parish Council could then claim the VAT back in the next quarterly return. This was because Hilton Harriers were not VAT registered.

***Resolved: The Clerk to raise a cheque for the goal posts and then claim the VAT back on the next return.***

**7) Proposal for PC to supply Line Marking Paint for the Mease x 2 bottles, Hilton Harriers to pay for it to be marked out.**

The Clerk explained that Hilton Harriers had, had two bottles of line marking paint, The Clerk explained that they had asked if the Parish Council could supply the paint and they would pay to have the pitches marked out.

***Resolved: The Parish Council to supply the paint, Hilton Harriers to pay to have the pitches marked out.***

**8) Proposal for the Parish Council Clerk to advertise for a Cleaner and Caretaker at the Mease Pavilion.**

***Resolve: The Clerk to advertise for a Caretaker and Cleaner at the same rates as the Village Hall.***

***Resolved: The Clerk not to action this until Ian Hey had looked at the original tender documentation***

- Allocation of Grant Funding to Local Organisations
- Suggested Amount of Annual Precept

1) **Proposal for the increase in the Precept for the year 2008/2009**

*Resolved: It was agreed that an advertisement needed to be put into the Hilton Directory, to inform the residents that the Precept for the year 2008/2009 would be increased, this would also need to include the reasons why.*

- Regular Scrutiny of the Accounts
- Audit of the end of year Financial Accounts

D) **Minute Number 434/07 - Environment and Green Space – Cllr Banton, Cllr Walton-Knight and Cllr Smalley plus Lengthsman**

- Maintenance of Public Footpaths, Cycle Paths, Greenway, Verges, Open Space, Trees and Hedges.

1) **Proposal to spend money on the cutting of the trees in the Nature Reserve area on Back Lane.**

The Clerk explained that she had received two quotes with regards to this already but the quote from SDDC contractors had not been received.

Aucuba Landscapes: £600.00 + VAT  
Fairview Arborists: £375.00 inc VAT

*Resolved: The quote from Fairview Arborists was accepted at a cost of £375 inc VAT.*

*Resolved: The Clerk to confirm this with Fairview once Chris Mason has come back with a figure of what is left out of the £2k for the Nature Area including confirmation of when this money will be paid over to the Parish Council.*

The Clerk explained that Chris Mason was supposed to be getting back to her on this matter weeks ago. It was also reported that Chris Mason had told Moores who should have been doing the work originally not to carry out the work.

It was reported that the Lengthsman had strimmed the grass down in the Nature Area to make it look a little tidier.

- Environmental Issues
  - 1) **Dog Control Orders – Around the Village Hall area and all football field inc the Mease.**

This was discussed in Public Participation, please see above minutes.

- Recycling Facilities

It was reported that there were no recycling provisions in the passed Don Amott application. The Parish Council was very disappointed.

- Dog and Litter Bin Provisions
  - 1) **Update on the position of the dog bin on New Road/Derby Road**

It was reported that the dog bin between New Road and Derby Road was still causing a problem. SDDC officer David Adkins had made an offer to the resident affected by the bin to either move/remove it. The Parish Council agreed to this course of action but only if SDDC then became responsible for the maintenance/emptying of the bin, David Adkins initially agreed to this. However David Adkins has since informed the resident that they can not afford to maintain this bin and have put the responsibility back on to the Parish Council.

It was also reported that the SDDC employee whom empties the dog bin had been asked not to drive down Back Lane playing field to empty the dog bin at the bottom. This was due to him almost running over a dog.

It was also reported that the dog bin on the Mease was full and over flowing on Tuesday, this should have been emptied on Monday but again it was missed. The Clerk had contacted the Waste and Cleansing Department at SDDC on this matter. It will be emptied within the next few days.

- Lengthsman's Report

It was reported that the bollard between the footpath and the Talbot Public House was very dangerous.  
***Resolved: The Clerk to find out who owns it and ask that it be repaired.***

It was reported that an empty carton of air gun pellets had been found on the Village Hall site. It was also reported that air gun pellets had been found in the fencing at the bottom of Soar Close.  
***Resolved: The Clerk to speak to the PCSO on this matter.***

It was reported that in the early hours of Sunday Morning after a party on Saturday night at the Village Hall at 2.30am in the morning children were still playing on the play equipment.

**E) Minute Number 435/07 - Village Infrastructure – Cllr Kolkman, Cllr Walton-Knight and Cllr Higginbotham**

- Planning matters including the Village Plan
- New Road Adoptions
- Traffic Management and Parking
- Street Lighting
- Public Transport Provision
- Community Services

It was reported that the Village Hall sign had been broken off outside the old house on Egginton Road with the junction of Peacroft Lane.

***Resolved: The Clerk to contact the County Councils Highways Department on this matter.***

***Resolved: Cllr Banton to give the clerk a list of trees and bushes overhanging the pavement etc.***

***Resolved: The Clerk to inform the County Council Highways Department on these matters at the same time as the broken Village Hall sign.***

**F) Minute Number 436/07 - Recreation and Leisure – Cllr Kolkman, Cllr Keery and Cllr Smalley**

- Provision and maintenance of sport and leisure facilities
- Children play equipment

It was reported that the Village Hall play area had been damaged on 4 separate occasions, the round swing had been broken twice, the fireman's pole had been snapped off and the small baby swings had been bent. It was also reported that the rubber matting was braking up.

- Parish Council owned Parks and Landscaping

It was reported that Hilton Harriers had requested a sign to be installed at the Mease Pavilion stating that it is their home.

***Resolved: It was agreed that Hilton Harriers could install a sign at the Mease Pavilion saying - the home of Hilton Harriers***

#### **6. Minute Number 437/07 - Reports from Councillor's that have attended any other Meetings.**

- Etwall Area Meeting – Cllr Plenderleith and Cllr Banton

It was reported that the Parish Council did not think that the Etwall Area Meeting existed now; it was thought that this was now incorporated into the Safer Neighbourhoods meeting.

***Resolved: The Clerk to find out if this is the case.***

- Toyota Liaison – Cllr Kolkman
- Derby Airfield Consultative Committee – Cllr Walton-Knight

It was reported that members of the public could now speak for 3 minutes at the Planning Committee Meetings held at SDDC. If a resident wished to speak for the 3 minutes, this had to be put in writing to the Committee in the first instance.

#### **7. Minute Number 438/07 - Clerks Reports**

- 2) Clerks Report/Recommendations on outstanding issues.

The Clerk explained that she had produced the report with the help of DALC (a copy of the Clerks Report was given to the Councilors for information), this was with regards to the outstanding issues and the fact that the relationship with SDDC had completely broken down. The Clerk explained that a copy of the report had been forwarded to Mr McArdle, Mr Batchelor, Mr Alflat and Mr Mason at SDDC for them to comment on its contents before it went to the Parish Council Meeting. The Clerk explained that she had received a reply back from Mr Batchelor on this matter and he was recommending that we set up a Program Management Group (a copy of the reply was given to the Councilors for information). The Clerk explained that she did not feel that this was the correct way to deal with the issues and another Group may only draw the same conclusions. The Clerk stated that her recommendation still stood to seek the help and advice of the Ombudsman.

***Resolved: The Clerk to send a letter to Mr Batchelor stating that both the Clerks Report and the content of his letter, were discussed under the section entitled Clerks Report, in our meeting held on 26th September 2007 commencing at 7pm at Percywood Community Lounge.***

***The Clerk was to also inform him, that with regards to the recommendation to set up a Program Management Group, that this was put to the Parish Councilors but no Parish Councilor wished to stand as representatives on this group.***

***The Clerk was to also inform him that Hilton Parish Council did however accept the Clerks Recommendation to seek the help and advice of the Ombudsman to SDDC.***

The Chair explained that Stuart Batchelor had requested a further meeting with her to discuss the way forwards. The Chair explained that she had to decline the meeting on the grounds that it was too short notice and she was going away for a few days in that week. The Chair also explained to Stuart Batchelor that she was not prepared to meet with him and the District Councilors until such time that we had received the information requested and promised from the meeting with SDDC on 26<sup>th</sup> June 2007. The Chair was not prepared to meet with SDDC on her own as it needed to be with the Parish Council as a whole.

**Resolved: It was a unanimous vote by the Council that the Clerk recommendation to seek the Ombudsman help and advice should stand.**  
**Resolved: The Clerk to start the ball rolling and put in a formal complaint to the Ombudsman.**

3) Financial Report on the Financial Position of the Parish Council

Balance at the bank as of 5<sup>th</sup> September 2007

Current Account	63,995.99
Reserve Account	95,761.28
Total	159,757.27

The Clerk explained that she had not managed to balance the account completely, but would make sure that this was completed for the next meeting.

4) Proposal to pay back to SDDC the £75k loan by 31<sup>st</sup> October 2007

**Resolved: The Clerk to raise a cheque for the £75k loan and send to SDDC before the 31<sup>st</sup> October 2007.**

5) Proposal and quotes for the mowing of Hilton Parish Council Facilities.

The Clerk explained that she had asked 3 companies for quotes on this matter Aucuba, SDDC and Talbot Turf but only one quote had been received from Aucuba as followed.

**END OF SEASON – FOOTBALL PITCHES**

VERTI DRAIN £360 per pitch every other year

**Resolved: No need to Verti Drain**

TOP DRESS PITCHES supplied and spread £33.40 per ton need 60 to 70 ton per pitch

**Resolved: Discuss when the pitches are required for top dressing about every 3 years.**

OVER-SEED supplied and spread eight bags of seed £620.00

**Resolved: For Aucuba to do this when required on the Mease and Back Lane.**

FERTILIZER supplied and spread eight bags of fertilizer £143.60

**Resolved: For Aucuba to do this when required on the Mease and Back Lane.**

SPIKE PITCH two ways £75.00

**Resolved: For Aucuba to do this when required on the Mease and Back Lane.**

ROLL PITCH £75.00

**Resolved: For Aucuba to do this when required on the Mease and Back Lane.**

Spraying of the pitches £90.00

***Resolved: For Aucuba to do this when required on the Mease and Back Lane.***

Mowing of the Mease      £78.00 to match what we are charged by SDDC

***Resolved: For Aucuba to mow every 2 weeks***

Mowing of land Egginton Road      £30.00

***Resolved: For Aucuba to mow every 2 weeks, but to collect grass cuttings.***

Mowing of the Playing Field on Mill Lane      £70.00

***Resolved: For Aucuba to mow every 2 weeks.***

Back Lane Playing Field.

***Resolved: To let SDDC carry on mowing this until such time that they start to charge us as this is done for free at the moment.***

It was reported that there was only £66k left in the pot for the Mease project, this was out of the original £100k. The Clerk explained that she had placed a telephone call to D J Atkinson to find out if there would be anymore large invoices to come through. The Clerk did not feel at this time that there would be as they had already sent through part of the retention, however she could not confirm this until she had spoken to their manager.

#### **8. Minute Number 439/07 - Derbyshire Association of Local Council's**

- 1) Circular 20/2007
    - Revenue and Advice Team – workshop
  - 2) Circular 21/2007
    - Effective consultation: asking the right questions, asking the right people, listening to the answer
    - Derbyshire Constabulary – Have your say 2007 report
    - Vacancy – Parish Clerk/RFO – Glapwell Parish Council
    - Vacancy – Parish Clerk/RFO – Kirklangley Parish Council
    - Vacancy – Parish Clerk/RFO – Calver Parish Council
    - Vacancy – Parish Clerk/RFO – Hognaston Parish Council
  - 3) Circular 22 – Missing copy requested
  - 4) Circular 23
    - Rights of way – a guide to law and practice by John Riddall and John Trevelyan
    - Parish Plant Grant Scheme
    - Derbyshire County Council Community response plan
  - 5) This does not have a circular number – info sent to me by post
    - Invitation to the DALC Annual General Meeting to be held at the Council Chambers in Matlock commencing at 11am on 15.09.2007
- Christmas Social Evening for Parish/Town Council Clerk and Staff to be held at County Hall, Matlock commencing at 7.30pm on 12.12.2007
- Derbyshire Constabulary have your say report 2007

## **9. Minute Number 440/07 - Finance**

***Resolved: To make the following payments:***

<b>Cheque No:</b>	<b>Payee:</b>	<b>Description:</b>	<b>Amount</b>
001185	Surfatech	Cleaning Materials – Pavilion	£86.28
001186	Mr I Fraser	Internal Audit 2006/2007	£135.00
001187	Warwick Direct	Hilton Directory	£100.00
001188	Scribe 2000 Ltd	Annual Subscription	£245.00
001189	Marc Couldwell	CCTV Installation Village Hall	£1,230.00
001190	Cancelled Cheque		
001191	B & Q	Kitchen for the Mease	£1,118.60
001192	Cancelled Cheque		
001193	Parish Church of St. Mary's	Donation Church Yard Maint.	£300.00
001194	ACA Sports Ltd	Goal Posts – Mease Pavilion	£2,883.95
001195	BWB Consulting	Survey Witham Close	£3,493.43
001196	Aucuba Landscapes	Weed, Feed, Spiking Back Lane	£569.87
001197	Viking Direct	Stationery	£46.65
001198	C Orme	Wages	£1,044.16
001199	S Bevins	Wages	£446.95
001200	B Dowell	Wages	£86.90
001201	P Stretton	Wages	£45.00
001202	C Orme	Expenses	£8.80
001203	D Woolliscroft	Wages	£480.13
001204	D Fox	Line Marking of Pitches	£150.00
001205	ACA Sports	Goal Nets	£81.95
001206	Inland Revenue	NIC's	£538.58
001207	Cancelled Cheque		
001208	Derwent Fencing	New Fencing Egginton Road	£305.50
001209	D J Atkinson	Mease Pavilion	£15,162.72
001210	J Keery	Tag Expenses	£105.30
001211	D J Atkinson	Mease Pavilion	£141.00
001212	Regal Paints	Line Marking Paint	£118.67
001213	Allianz Insurance	Building Insurance for the Mease	£1,495.63
001214	Aucuba Landscapes	Maintenance	£512.30
001215	Aucuba Landscapes	Maintenance	£1,494.60
001216	Cancelled		
001217	P Stretton	Wages	£36.00
001218	B Dowell	Wages	£70.70
001219	S Bevins`	Wages	£378.00
001220	D Woolliscroft	Wages	£408.90
001221	C Orme	Wages	£1,289.05
001222	Hilton Harriers	Router etc for the Mease	£113.66

## **10. Minute Number 441/07 - Items for Information**

***Resolved: To note the following information.***

- 1) East Staffordshire Borough Council – Supplementary Planning Document on Redundant Rural Buildings
- 2) SDDC – Joint Parish Council Meeting to be held on 24<sup>th</sup> October 2007 commencing at 6.30pm at the Council Chambers.
- 3) DCC – Derbyshire excellence in the community award – Nomination Forms
- 4) SDDC – Council Meeting held on 16<sup>th</sup> August 2007 – enclosed items for information
- 5) DPDS – Information Parish Council Copied in ref the drain problem at the Mease for the attention of DJ Atkinson

- 6) DCC – Temporary closure of Egginton Road between 11.08.2007 and 12.08.2007
- 7) DPDS – Snagging list for the Mease Pavilion dated 16.08.2007
- 8) DCC – Safer Derbyshire free magazine
- 9) Flint Bishop Solicitors – ref Disciplinary Tribunal of one of their employees
- 10) DCC – Mineral Site Allocation Plan Document – Aggregates preferred options consultation stage
- 11) NALC – NALC conference and exhibition at Bournemouth International Centre 5-7 October 2007
- 12) Derbyshire Constabulary – Crime figures for area 1 between 01.05.2007 & 22.08.2007
- 13) Teamwork's – Meeting of the Safer Neighbourhoods Chairs/Vice Chairs to be held on 15<sup>th</sup> September 2007 commencing at 5pm at the South Derbyshire District Council Offices in Swadlincote
- 14) DCC – Young Achievers Awards 2007 application forms
- 15) DCC – Please do not let you dog foul outside my home signs
- 16) The Parish Church of St. Mary Hilton with Marston on Dove – Letter of thanks for the Church Yard Maintenance Donation
- 17) Clerks & Council Direct Magazine Issue 53 September 2007
- 18) SDDC – Sports Mobile & Multi Sports Equipment – Hilton Village Hall 10am till 12 noon on 24<sup>th</sup> October 2007, confirmation of booking
- 19) DCC – Letter from Cllr Frank Hood – ref supporting of enforceable white lines at the Village Hall main gates
- 20) SMP – Play and Leisure Provision Seminar – to be held at Hothorpe Hall in Teddingworth on 9<sup>th</sup> October 2007.
- 21) SDDC – Recommendations and Reports of Committees for submission to the Council at it's meeting on Thursday 27<sup>th</sup> September 2007.
- 22) SDDC – Play Equipment Inspection Reports
- 23) Furnitubes – Street Furniture Solutions brochure

#### **11. Minute Number 442/07 - Items for Decision**

1) Flint Bishop Solicitors – ref Disciplinary Tribunal of one of their employees  
***Resolved: To continue to use Flint Bishop Solicitors.***

2) SDDC – Healthier Lifestyle Questionnaire  
***Resolved: The Clerk to complete.***

3) SDDC – New Loan Agreement extension  
***Resolved: Already discussed in the above minutes.***

4) HM Revenue and Customs – VAT Claim Form for the year 2007/2008  
***Resolved: The Clerk to file and complete at the end of the financial year.***

5) Flint Bishop Solicitors – Lease Agreement for the Mease for signature  
***Resolved: Hold until Ian Hey has had time to look through the original tender documentation.***

6) SDDC – National Non Domestic Rates form ref the Mease Pavilion – hang on to this  
***Resolved: Hold until Ian Hey has had time to look through the original tender documentation.***

7) Letter from a resident ref the dog bin on New Road/Derby Road  
***Resolved: Already discussed in the above minutes.***

#### **12. Minute Number 443/07 - Planning Matters for Decision**

1) Reg No 9 2007 0876 FH – The erection of an extension at 2 Falaise way, Hilton  
***Resolved: To comment on the siting concern of vehicles coming down the road on the corner as the extension is right up to the footpath.***

- 2) Reg No 9 2007 0890 0 – Outlined Application (all matters reserved except for means of access) for the erection of one dwelling and the conversion of an existing dwelling to two dwellings at 8 Willow Brook Close, Hilton

**Resolved: No objection**

- 3) Reg No 9 2007 1010 D – Application for the approval of reserved matters of 91290 0917 O for the erection of a 983 square meter building to be used for offices, industrial and storage purposes (B1, B2, B8) together with associated landscaping and parking at land at Hilton Business Park, The Mease, Hilton.

**Resolved: No objection**

- 4) Reg No 9 2007 0608 FH – The conversion into living accommodation of the garage and the erection of an extension at Hollybush Cottage, Willow Pit Lane, Hilton.

**Resolved: No objection**

- 5) Reg No 9 2007 0917 F – The continued use of a temporary commercial vehicle workshop, installation of a fully recycling commercial vehicle wash and the erection of 2 portacabins, a kitchen unit and a toilet block for a five year fix term at area E14, Hilton Depot, Egginton Road, Hilton.

**Resolved: No objection**

- 6) Reg No 9 2007 0995 FH – Proposed single storey link extension at 31 Kyle Road, Hilton

**Resolved: No objection**

- 7) Reg No 9 2007 0999 FH – Proposed single storey rear extension at 50 Welland Road, Hilton

**Resolved: No objection**

- 8) Reg No 9 2007 1015 MR – The erection of 103 dwellings on land South of Egginton Road, Hilton - Notification of a site meeting to be held on 18.09.2007 at 3.30pm

**Resolved: Already passed**

- 9) Reg No 9 2007 1066 F – The erection of two retail units with first floor apartments over on land at the junction of Egginton Road and Witham Close.

**Resolved: Object on the grounds that they have only made minor changes by dropping one unit but we still have the same other problems/issues, and that no recognition of the problems identified in the BWB consulting report had been sighted.**

**We recommend that we reject this application on the basis of inadequate parking and vehicle movement.**

**Resolved: The Clerk also to ask what the coloured areas are, is this recycling as again it is not mentioned in the application.**

- 10) Reg No 9 2007 1027 FH – The erection of an extension at 3 Cherry Garth, Hilton.

**Resolved: No objection**

- 11) Reg No 9 2007 1100 FH – The erection of an extension at 23 New Road, Hilton

**Resolved: No objection**

### **13. Minute Number 444/07- Planning Matters for Information**

**Resolved to note the following information:**

- 1) Reg No 9 2007 0653 F – The erection of a detached building to provide residential accommodation for a dependant relative at 15 Utah Close, Hilton – HAS BEEN GRANTED
- 2) Reg No 9 2007 0595 FH – The erection of a conservatory and boundary fence and re-siting of existing garage at 37 Egginton Road, Hilton – HAS BEEN GRANTED
- 3) Reg No 9 2007 0610 F – The change of roof pitch from 45 to 35 on plot 62-67 at area H18 Former Hilton Depot, Hilton. – HAS BEEN GRANTED

- 4) Reg No 9 2007 0534 F – The removal of an existing hall and the erection of a new hall and trailer yard at land behind Hilton Village Hall, Hilton – HAS BEEN GRANTED
- 5) Reg No 9 2007 0541 FH – The erection of an extension at 10 Dale Brook, Hilton – HAS BEEN GRANTED
- 6) Reg No 9 2007 0587 Fh – The erection of an extension at 7 Willow Brook Close, Hilton – HAS BEEN REFUSED
- 7) Reg No 9 2007 0589 U – Alterations to outbuilding to form ancillary living accommodation at Mews Cottage, Hoon Ridge, Hilton – HAS BEEN REFUSED
- 8) Reg No 9 2007 0330 F – The erection of two retail units and a hot foot takeaway with first floor apartments over land at the junction of Egginton Road and Witham Close, Hilton – HAS BEEN REFUSED
- 9) Reg No 9 2007 0729 FH – The erection of an extension at 9 Lucas Lane, Hilton – HAS BEEN GRANTED
- 10) Reg No 9 2007 0756 F – Alterations to dwelling on plot 112 at area H23 and H24 the Former Hilton Depot, Hilton – HAS BEEN GRANTED

**14. Minute Number 445/07 - Date of the next Meeting**

31<sup>st</sup> October 2007 commencing at 7pm at Percywood Community Lounge

**15. Minute Number 446/07 - Exempt Item**

- 1) Groundsman's Hours

***Resolved: To increase the Groundsman hours to 16 Hours per week with immediate effect.***

- 2) Groundsman's Contract of employment etc

***Resolved: To issue the Groundsman with his Contract of Employment with immediate effect.***

The Clerk reported that both the Lengthsman and the Groundsman were spending considerable time cleaning the Village Hall site.

***Resolved: The Clerk to ask the Lengthsman and the Groundsman to clearly show on their time sheets how long it takes each day to clean the Village Hall site.***

***Resolved: The Clerk to order 1 x poppy wreath for remembrance Sunday.***

**CONFIRMATION: \_\_\_\_\_ DATE: \_\_\_\_\_**