

HILTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 28TH NOVEMBER 2007 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, A Plenderleith

2 District Councillors were present at the meeting.

8 member of the public and 1 member of the Burton Mail were present at the meeting

PUBLIC PARTICIPATION

A resident with concerns over the road humps within the village asked, if there had been any progress on this matter. The Chair replied that she had spoke to Mr Peter Leigh, at the County Council the previous week and had been told that there was no money left in the budget for this financial year. She explained that she had written to Cllr Hood in the hope of push this matter forwards.

A resident reported on the state of houses on Egginton Road, and the state of the old Paper Shop. They explained that other Authorities were making their residents repair properties in a terrible state of disrepair. The Chair replied that unless residential properties were deemed unsafe or were considered to be a health hazard, South Derbyshire District Council could not do anything about them. She explained that the Parish Council had indeed had enquiries in the past from people interested in renting the old Paper Shop, but the people who owned it were not interested.

A resident asked about the ongoing situation with regards to the polystyrene beads in the Nature Reserve on Back Lane. The Chair replied that the Parish Council had contacted Taylor Wimpey on this matter and had been told that they had no staff to spare to clean it away. The Parish Council had told the site manager Mr Ben Hall that if we had to call in the Clean Team then they would be recharged. However the Clean Team does not have the facilities to clean this up. She explained that Taylor Wimpey were supposed to be getting prices on a hoover to sort this problem out but as of today's date had not got back to us. In the meantime the Clerk had spoken to the Health & Safety Executive and informed them that the building site was not secure, and the bags in question were not within their secure compound. The Clerk had also spoken to the Police and listed the incident as Criminal Damage as Taylor Wimpey did not want to do this. The Chair explained that she had spoken to the Police Officer and he would be seeing one of the children involved that had already admitted to it, this would be done within the next few days.

A resident asked, if the Police had managed to find the culprit that had blown up the dog bin on the jitty between New Road and Derby Road. The Chair explained that nobody had been held accountable for this yet but the Burton Mail had reported that it was a discarded cigarette in hedge cuttings that had caused the fire. The Chair explained that the dog bin had not yet been replaced as this situation was infact being monitored by our Lengthsman.

A resident asked if the open space by the brook, on the Mease Bridge had been completed yet. The Chair replied that this had not yet been completed as the work had been ordered to stop. This was due to the fact that the contractors had raised the land out of the flood compensation area, and they had not had the consent of the Environment Agency to do this. The Environment Agency had since written to the contractors to say that it needed to be lowered. However originally the soil was bought onto the site and

now had to be removed. They had been given 1 month the Parish Council believed to submit an alternative plan. Barton Wilmot on behalf of St Modwens did the original design but the Parish Council did not know who the contractors were.

Ian Hey explained that there was a funding scheme available called Breathing Places; this was for awards of up to £10k for communities to look at developing some kind of natural areas, nature reserves etc. Ian said that he would be happy to work with the Parish Council in a supporting capacity, if somebody was interested in taking this forwards within the Village. He explained that Hatton had been granted £10k last year for a Nature Reserve Area. He explained that the money was to enable disabled access, helping with planting and advice etc. He also explained that they had worked with the Environment Agency and other Agencies to be able to do this.

A resident asked how many responses had been sent to Derbyshire County Council with regards to the Waste Site Allocation Document Plan. Cllr Plenderleith replied that she had spoken to the County Council and they had received 2,000.00 objections to the Hilton, Etwall and Egginton sites to date but they were still counting. 550 of these were from the Public Meeting that Hilton Parish Council held and 245 names were on a petition from the residents of Hilton.

POLICE MATTERS

Apologies were received and accepted from PCSO Kerry Wait.

There was nothing to report

COUNTY COUNCILLOR'S REPORT

Cllr Hood sent his apologies.

The Clerk read out his report.

She explained that Cllr Hood could not attend the meeting as he had a family bereavement.

She explained that the County Council had received 2,000.00 objections to the Waste Site Allocation Plan Document for Hilton, Etwall and Egginton. These had been received both by letter and email.

DISTRICT COUNCILLOR'S REPORT

Cllr Amy Plenderleith and Cllr Julie Patten were in attendance

The Clerk reminded Cllr Patten that she had said at the last meeting, that she would contact the resident at 12 Shady Grove with regards to their over grown hedge at the back of their property needing attention. The Clerk explained that the resident had asked again today when she picked up the key to the Percy Wood Community Lounge. Cllr Patten apologised and explained that she had forgotten, but she would attend to this matter first thing the following morning.

Cllr Patten explained that the Witham Close Planning Application would be going to a site visit.

Cllr Patten also reported that the fencing etc by Soar Close had now been repaired.

Cllr Plenderleith explained that she had been receiving a lot of complaint about dog mess throughout the village. She also explained that she had received complaints about a litter bin outside the Post Office which had been taped up. She explained that the Post Master had applied for a litter bin from South Derbyshire District Council, but he did not know at the time that he would have to pay for the emptying of it, he has expressed his wishes to empty the bin himself,. However South Derbyshire District Council would not give him a key. Cllr Plenderleith said that this matter was in hand and was in the process of being resolved.

1. MINUTE NUMBER 467/07 - APOLOGIES

Apologies were received and accepted from Cllr Banton

2. MINUTE NUMBER 468/07 – DECLARATION OF MEMBERS INTERESTS

There were no Declarations of Members Interests.

3. MINUTE NUMBER 469/07 – TO CONFIRM THE FOLLOWING MINUTES

Resolved: The Minutes of the Meeting held on Wednesday 31st October 2007 having been circulated were approved and signed as a true record. This was only after spelling amendments for accuracy.

4. MINUTE NUMBER 470/07 – 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 471/07 - Chairpersons Report - Cllr Kolkman

1) Talk from Helena Stubbs from the Derbyshire Rural Community Council on Village Plans.

Helena Stubbs explained that she was from the Derbyshire Rural Community Council and had attended the Parish Council Meeting to discuss Village Plans. The Chair explained that Hilton had already completed a Village Plan but this was in need of updating and moving forwards.

Helena explained that the Derbyshire Rural Community Council was not a Statutory Organisation it was a Registered Charity that helped rural communities, which dealt with community consultation work. She explained that Hilton had done a Village Plan several years ago but Derbyshire Rural Community Council were not involved in the initial planning. This was due to us not applying for funding from them as we were allocated 106 monies by SDDC. She explained that Derbyshire Rural Community Council had grants available that Hilton was eligible to claim, £3k was available for consultation work, public meetings and events etc, and the production of a document at the end of it, which would summarise what the residents within the village wanted. She explained that the consultation work would need to be planned very carefully. She also explained that there was a tool kit available to help support us with the process. This was a very useful guide on the 9 stages that we would need to follow to go through the process.

The Chair explained that Groundwork's Derby and Derbyshire helped in the early stages to produce the original Village Plan, but since we did this plan, the village had changed considerably with more housing coming into the village and more 106 money becoming available. Lots of new residents had no input into the original plan. She explained that Paul Watts the Project Manager for Hilton set up a group before he resigned and it was envisaged that they would be moving this project forwards. Ian Hey replied that the amended Village Plan would need to include the input of a lot more residents and members of the Parish Council. He explained that this could be done by having 1 or 2 representatives from each group within the village to form links between all parties. The Chair explained that the original plan was completed by the Leisure Committee which was set up to start the ball rolling initially.

Ian Hey explained that there were a range of facilities around the Village Hall that were identified in the original Village Plan, including the new Scouts Building. He explained that it would be trying to get a uniformed group together. Hilton can sometimes be seen as divided between the old part of Hilton and new part of Hilton. He commented that he would like to see this be developed more as a community.

Helena explained that the changes would not have to be building new facilities, it could be environmental consultation. She explained that the plan would be to start with a blank piece of paper, and then the ideas could be built up into themes. This would then produce unique projects to carry forwards in the future.

The Chair explained that in the original plan an awful lot of things were identified but no match funding was gained and the majority of the money available was allocated to the village Hall site. Originally a MUGA was identified, but it was deemed to be too close to the small children's play area. She said that it was difficult to look at a plan and appreciate how close things were situated together. This was when it was identified that the MUGA would be too close for cross contamination of children's ages. She also explained that the Tennis Courts were in desperate need of refurbishment.

The Chair explained that the Village Plan needed to be a working document and needed to be revisited on a regular basis, this was because Hilton was still a growing village.

Helena explained that the toolkit was a fantastic document and at every stage we would need to involve the Local Authority. The Chair replied that we had to do this anyway as SDDC held the 106 money. Helena explained that SDDC had a statement of responsibility.

Ian Hey explained that if we had a current Village Plan we had our evidence base to go to funders to gain further grant funding.

The Chair explained that Paul Watts work as Project Manager was all about delivering the Village Plan as it stood. Once people realised that the village plan was out of date, we lost peoples interest, and this was why it needed to be updated on a regular basis.

Ian Hey said that in order to move forwards we would need commitment from the village as a whole but he would like the Parish Council to kick start it with a Public Meeting initially. Cllr Plenderleith replied that we had provisionally booked the Village Hall on 21st January 2008, commencing at 7pm to discuss the Waste Site Allocation Plan and to form a Management Committee. She explained that we would now need to arrange a further meeting to form an action group for the Village Plan. Helena replied that this would be a good starting point as we needed to complete a very basic consultation for the Village Plan, then ask for volunteers to carry it forwards.

Ian Hey said that the Public Meeting held by the Parish Council for the Waste Site Allocation Plan was a very well attended event and it would be great to get these residents involved with the Village Plan, This would be a ready made group.

Resolved: The Parish Council to organise a date in January 2008 to initiate the amended Village Plan and start moving it forwards. The Parish Council to involve Helena Stubbs.

Resolved: To advertise the Meeting in the Hilton Directory, on the Village Notice Boards and in the local press etc.

The Chair Thanked Helena Stubbs and Ian Hey for their help and advice in this matter, and thanked them for attending the Meeting.

2) The taking over of the Village Hall Site as per Chris Masons email dated 14th November 2007.

The Chair explained that we had written to Chris Mason at SDDC, and explained that our Lengthsmen were cleaning the Skate Park area and around the Village Hall site which was their responsibility and not the responsibility of the Parish Council. She explained that we already had an agreement in place with SDDC for the cleaning of the Greenway. The Clerk explained that she had also emailed Chris Mason with regards to the connection of the Lighting around the Village Hall area that had been connected into the Village Hall system without proper consent. (The Chair read out the email reply from Chris Mason on this matter).

Extract of email reply:

Apologies first of all that it has taken me a couple of the days to respond to your email.

My view is that you should not be invoicing SDDC direct for these items. By way of an explanation, I disagree that the money your organisation has committed, without any authorisation from SDDC, has been spent because of our failures. I really struggle with the relationship between you having to replace outdated goalposts and nets with any actions undertaken by SDDC. In terms of the raised manhole cover we've corresponded about this in the past (snagging aug07 and my e-mail of 17/08/07) and I can't add anything new to this.

In terms of the work being charged to the s106 monies you've been allocated, this would be very much a decision for your Council to take. It would be disappointing though, given that this money was transferred for the purpose of delivering some of the low cost items identified in the Village Plan and as a 'community chest' for the local community to bid into, if it's spent on items that are effectively on going revenue and maintenance expenditure for Hilton PC. But as I say this is a decision for your Council to take.

In terms of the lighting this is again something we've corresponded on recently (my letter of 7th Sept. 07). I've also identified that operating these lights across a full year would cost, at most, £70. From a practical perspective it doesn't make sense to us to talk of payments of this size in isolation. While we've always emphasised our desire to support the revenue implications of the work undertaken at Hilton, it needs to be part of a complete package. We've always previously jointly agreed that for the sake of clarity for local people that there should only be one body responsible for managing the site and that should be the Parish Council. We're still very keen to do this and would urge that we do so as quickly as possible

END OF CHRIS MASONS EMAIL

The Clerk reported that she had replied to the above email and had asked Chris Mason to explain what the complete package would be, as of the date of the meeting she had received no reply. The Clerk explained that she had asked the Lengthsmen to keep a note of all hours spent cleaning this area on their time sheets.

The Chair explained that the lowering of the manhole covers was work that was additional to the original contract as their contractors broke the manhole cover then replaced it by resting a new one on the top. This left it in a dangerous condition and not up to Health and Safety standards.

She then explained that we needed work done to the goal posts on Back Lane because when they moved the pitch the old goal posts were no longer up to standard. The goal mouths also needed to be re-turfed as the contractors had let it in such a mess.

The Clerk also asked Chris Mason how the Parish Council should pay for these works as they had not been budgeted for within the accounts. The Clerk explained that she had taken these costs initially out of £10k, 106 money, but Chris was not happy with this course of action and was very disappointed.

The Clerk explained that she had also asked Chris Mason to release some of the money that SDDC held for the maintenance in the Nature reserve. She explained that it would cost £375 as per the quote from Fairview to pollard the trees etc. Chris Mason had replied to say that the money he held was for a bench and not for the maintenance of the trees.

The Clerk asked if a resolution could be passed to take the additional spend for the goal posts, the turfing of the goal mouth, the lowering of the drain cover and the tree maintenance in the Nature Reserve out of the £10k, 106 money.

Resolved: All were in agreement to take the above additional costs out of the £10k, 106 money, held by the Parish Council.

Resolved: It was agreed that we had no other choice, as the costs had been incurred due to SDDC contractors.

It was agreed that SDDC may be disappointed with this course of action, but the Parish Council were also disappointed.

The Clerk reported that the Electricity/lighting situation had been going on since 2003. She explained that Chris Mason had estimated £70 per year, but the Village Hall Committee were not duty bound to supply this electricity. She explained that the lighting had been switched off, but this was just upsetting/penalised the local children and residents. The Clerk explained that the Village Hall Committee was under the impression that the lighting had its own meter, but they had since found out that it had not. The Village Hall Committee was not in a position to pay for the extra lighting as funds were tight.

Resolve: The Clerk to look into the cost of a meter for the Lighting.

Resolved: The Clerk to work out back dated costs for the supply of the electricity and then invoice SDDC.

The Chair reported that we had received complaints with regards to dog fouling at the Mease and on Back Lane. The Clerk replied that she had already spoken to the Environmental Officer at SDDC on this matter and requested signs to be put up. The Chair said that there were a lot of responsible dog walkers within the village, but a minority that were not.

The Chair reported that she had attended a meeting the previous week and an item on the agenda was the Planting Bulbs Scheme. She asked Cllr Plenderleith and Cllr Patten to look into this matter on behalf of the Parish Council.

Resolved: Cllr Plenderleith and Cllr Patten to look into this and report back to the Parish Council on how to go about this.

The Chair reported that there was a lot of talk about the bypass at Hatton in the press. She explained that although we appreciated that there would be a huge problem with traffic, there was talk of it coming out at the back of Nestle. However we did not want it dropping down onto our bypass and coming through Hilton. She explained that they would be consulting on this matter within the next few weeks, and asked both the District Councilors to keep an eye on this matter, as we did not want it to come through Hilton, our bypass may be too convenient for them.

The Chair thanked every body in the village for attending the Public Meeting with regards to the Waste Site Allocation Plan. She thanked the residents that helped to deliver the flyers. Cllr Plenderleith explained that she had put a brief report of the night and following night at the SDDC Offices into the Hilton Directory. She explained that a further Public Meeting had been arranged on 21st January 2008 at the Village Hall to form an action group. Keith Bull from the Burton Mail was asked if this could be published in the local press, Keith replied that this would be no problem. Cllr Patten said that she was going to try and get a representation from the County Council to attend also.

A comment was made that it would not have been so venomously opposed if it would have been just for our area. And this is what we were opposed to.

B) Minute Number 472/07 - Community Services – Cllr Plenderleith, Cllr Banton, Cllr Kolkman and Cllr Keery

- Village Hall management

A) Request for the Parish Council as a group to give delegated powers to the Village Hall Committee to vote and spend money.

Resolved: Delegated Powers were given to the Village Hall Committee.

- School Governors

Cllr Plenderleith said that she had nothing to report as they were not having a meeting till the following week.

The Chair welcomed Cllr Plenderleith back from her maternity leave.

- Education Foundation
- Marston on Dove Charity

The Clerk explained that the last meeting for the Marston on Dove Charity had to be cancelled but a further meeting would be set for January 2008.

- Safer Neighbourhoods and Neighbourhood Watch

It was reported that the next Safer Neighbourhoods and Neighbourhood Watch meeting would be held on 3rd December 2007 at the John Port School commencing at 6.30pm

- Community Information and Publicity

B) Minute Number 473/07 - 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
- Allocation of Grant Funding to Local Organisations

The Chair explained that there were small grants available from the Parish Council for Charity and Non Profit Making Organisations within the village. She explained that forms can be requested from the Clerk to the Parish Council.

Cllr Plenderleith explained that she had put this information into the Hilton Directory along with the information about the Hilton Christmas lights.

Resolved: The Clerk to add, small Parish Council Grants available for decision to the agenda for the next meeting.

- Suggested Amount of Annual Precept
- Regular Scrutiny of the Accounts
- Audit of the end of year Financial Accounts

C) Minute Number 474/07 - Environment and Green Space – Cllr Banton, Cllr Walton-Knight and Cllr Smalley plus Lengthsman

Cllr Walton Knight reported that the Gardening Club would like the newly formed garden on Peacraft Lane/Egginton Road naming. He explained that they would like it to be called Roma's Garden and have requested the Parish Council's comments on this matter. He also reported that the WI had donated 3 roses.

Resolved: The Clerk to call Roma Walton and ask her opinion on the naming of the garden before an agreement is made.

Cllr Walton-Knight also reported that the Gardening Club would like the Hilton in bloom competition resurrecting.

Resolved: To look at bring this competition back in the summer.

It was reported that the original Trophies were with Bryan Wild, we now think they have been passed on to Veronica Stewart.

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

The Clerk explained that the bollard on Main Street, which was in a dangerous condition, did belong to the Old Talbot Public House. The Clerk explained that she had written to them to let them know.

The Chair reported that the fence encroachment at Field Close onto the footpath had been reported to the Enforce Officer, this had now been passed onto Mr David Atkins the footpaths Officer.

- Environmental Issues
- Recycling Facilities

Cllr Walton-Knight reported on the Recycling Centre attached to the latest Witham Close Planning Application. He wanted to register his disappointment that the County Councils Highways Department had made no objection to this. He explained that they had not addressed the dangers of the T junction, this had been totally overlooked. Cllr Walton-Knight said that he would be attending the Planning Meeting at SDDC on 11th December 2007 on this matter. Cllr Patten replied that she would also be attending to give her objections.

- Dog and Litter Bin Provisions
- Lengthsman's Report

The Lengthsman reported that roughly 500 copies of the Chellaston Choice magazine had been dumped in the Main Street Recycling Centre.

Resolved: The Clerk to email them and explain that their delivery person had dumped them.

It was reported that the ditch on the Mease, between New Road and the Mease wanted clearing out.

Resolved: The Clerk to contact Chris Mason on this matter.

It was reported that at the junction of Farm Close and Mill Lane there was a dead elm tree in the hedge that needs to be felled.

Resolved: The Clerk to speak to Fairview for a quote.

D) Minute Number 475/07 - Village Infrastructure – Cllr Kolkman, Cllr Walton-Knight and Cllr Higginbotham

Cllr Walton-Knight explained that the previous month he raised the problem with the amount of cars parking on Main Street. He explained that there would be an accident shortly, and we needed to be restricting parking in this area.

Resolved: The Clerk to contact Mr Peter Leigh at the Highways Department at the County Council on this matter.

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

E) Minute Number 476/07 - Recreation and Leisure – Cllr Kolkman, Cllr Keery and Cllr Smalley

- Provision and maintenance of sport and leisure facilities

1. Cllr Keery – Update on the Mease Pavilion Meeting held at Hilton Village Hall on 20th November 2007 commencing at 6.30pm

Cllr Keery reported that a Mease Meeting took place on 20th November 2007, commencing at 6.30pm at the Village Hall, Ian Hey attended as an independent person to look through the Football Foundation Bid and the Lease Agreement and plan the way forwards.

She explained that the Bid stated that the Parish Council was responsible for the insurance of the building and the maintenance of the pitches. She explained that we were discussing the point, that if the Parish Council maintained the pitches, how would we get the money back to cover the costs. The Bid stated that Hilton Harriers would be running the pavilion and taking bookings but were responsible for the content insurance. She explained that in principal the Parish Council had agreed to underwrite the monies for the pitch maintenance and the insurance in the first year, and Hilton Harriers had agreed to do the same with the content insurance. However it was agreed that the Mease Project should be self funding in the future and should not rely on either party sustaining it.

Cllr Keery explained that the Lease Agreement stated that the Parish Council would receive revenue from Hilton Harriers for the hire of the pitches; this would then be used for the maintenance of the pitches.

Cllr Keery explained that the Lease Agreement should have been signed before the building was started but this had still not yet been agreed/signed.

The Chair reported that in the past we had agreed to the Lease agreement with Hilton Harriers in principal, but now we were talking about having a central pot of money with a separate bank account etc.

The Chair referred to an email from the Secretary to Hilton Harriers requesting further changes to the Lease Agreement before it is signed.

It was reported that they had been approached by a Motor Bike School that wished to rent the car park for 3 mornings per week, but clause 2.15 stated that the car park could only be used as a car park. It was agreed that the car park did not have a very good surface and the Police Office would need to be taken into consideration.

Extract of Lease Agreement for clause 2.15:

2:15: - Not to use the car park for any purpose other than car park and the Community Club House for any other purpose than as a Community Club House.

**Resolved: The Parish Council is prepared to change/amend this by adding the following:
Not to use the car park for any purpose other than car park and the Community Club House for any other purpose than as a Community Club House, without the written consent of the Landlord.**

Extract of the Lease agreement for clause 2.17 & 2.18:

2:17 – To pay to the Landlord a fee for the services being provided by the Landlord pursuant to clause 3.(2) such fee to be paid by reference to the frequency of the Tenant's use of the Football Pitches and the Landlord and the Tenant shall review and agree each year the fee to be paid by the Tenant upon each occasion that it uses the Football Pitches and such fee is to be reasonable and based upon the fees charged by the Landlord in respect of the Landlord's other football pitches in Hilton Parish.

Resolved: The Parish Council resolved two possible options with regards to this section.

- 1) For this section to remain as it is along with section 3:2 remaining as it is. This is because the income from the pitches was going to be the means of the Parish Council maintaining what had been stated within 3:2. This is not to say that any residue money from the pitch hire can still not go into the new account.**

- 2) *We take section 2:17 out and we also take 3:2 out, and the money for the pitch hire will go into the new account which will be operated by the new Committee and therefore all the maintenance under section 3:2 will then also be paid for out of this account. If this is the option that we agree to, then it will have to go back to the Football Foundation, for them to agree to an amendment to the original bid, as the maintenance in the bid was down to the Parish Council.*

2:18 – To pay value added tax on taxable supplies for goods and services made by the Landlord in connection with this Lease upon receipt of a VAT invoice in the Tenant's name consideration for which is to be treated as exclusive of Value Added Tax chargeable on the payment.

Resolved: VAT will be chargeable on all goods and services including the peppercorn rent.

Resolved: The Clerk to take all options back to the next Mease Meeting for consideration.

The Clerk explained that the Lease Agreement was not part of the Bid with the Football Foundation but did need to be agreed/signed as soon as possible.

The Chair explained that the Mease facility would be administered by a small Committee with 1 representative from the Parish Council, 1 representative from Hilton Harriers, 1 District Councilor and 1 representative from the Football Foundation. She explained that this committee would meet on a monthly basis for the first 3 months and then quarterly there on in. The Chair asked if any of the Parish Council Members would be interested in sitting on this committee on behalf of the Parish Council.

Resolved: Cllr Higginbotham to be the Parish Council Representative.

The Chair explained that we did not know at this stage, how the pitches would play with them being new, this was very unforeseen ground. However the interim committee had discussed increasing the peppercorn rent from £1.00, if we were in the position whereby we needed to cover the cost of the pitch maintenance.

Resolved: The next Mease Meeting will be held on 10th December 2007 at Hilton Village Hall commencing at 6.30pm.

Cllr Patten replied that she would be attending this meeting as the District Council Representative, but explained that she would be a little late due to other engagements.

2. Cllr Smalley – Update on the refurbishment of the Tennis Courts on Back Lane.

Cllr Smalley reported that he had attended a meeting with Ian Hey. Ian had furnished him with 3 companies that were very keen to quote for the work to refurbish the Tennis Courts. He reported that 1 company would be attending the Site on Thursday 29th November 2007. He explained that he and Ian were in the process of putting together the specifications required. This information would hopefully be available at the next Parish Council Meeting.

Resolved: The Clerk to add this item to the agenda for the next Parish Council Meeting.

- Children play equipment

The Clerk explained that the seesaw on the play area at the Village Hall Site had been vandalized. SDDC had been informed and had taken it away for repairs.

- Parish Council owned Parks and Landscaping

6. Minute Number 477/07 - Reports from Councillor's that have attended any other Meetings.

- Etwell Area Meeting – Cllr Kolkman, Cllr Plenderleith and Cllr Banton

The Chair reported that she had attended a meeting on 21st December 2007 at the Hilton Village Hall. She explained that they wanted to consult on how to restructure the meetings in the future. She also reported that Cllr Plenderleith was the new Vice Chairperson.

- Toyota Liaison – Cllr Kolkman

The Chair reported that we had received a copy of a letter from Toyota with regards to their objections to the Waste Site Allocation Plan. The Chair read out the letter for information.

- Derby Airfield Consultative Committee – Cllr Walton-Knight

There was nothing to report.

7. Minute Number 478/07 - Clerks Reports

- 1) Confirmation to spend £375.00 including VAT for the maintenance of the Nature Area on Back Lane, and the agreement to pay this out of the £10k 106 money given to the Parish Council by SDDC. This is to include the confirmation of the maintenance work on the Back Lane Playing Fields, and if this also should come out of the £10k 106 money. This is with reference to Chris Masons email dated 14th November 2007.

The Clerk explained the email received from Chris Mason on 14th November 2007. This was received as a direct result of the Clerk collating the income against the expenditure for the £10k 106 money that was held by the Parish Council, as requested by Chris Mason for Audit purposes

Resolved: Already discussed and resolved above.

- 2) Approval for the Parish Council to accept the Remuneration Package from SDDC for being an Elected Member only – and the setting of the limits.

Resolved: The Clerk to agenda this item for the next Parish Council meeting, once all of the Parish Councilors had looked through the information and made their comments.

- 3) Approval to purchase a Risk assessment package as recommended by the District Audit Commission.

The Clerk explained that she had now received back the End of Year Audit Form from the Audit Commission. She explained that we had passed on everything apart from the Risk Assessments.

The Clerk explained that she had spoken to Dina Pejonovic from the Audit Commission and had asked what exactly they were looking for with regards to Risk Assessments, as this was the first year they had been completed for Hilton Parish Council. She informed the Clerk that we should consider purchasing a software package from DMH Solutions Ltd called Local Council Risk Systems. The Clerk explained that she had already enquired about this software and DMH Solutions had sent through a disk for the Clerk to try. The Clerk explained that she had loaded the package on to the computer and tried it out and it seems to be great. It worked on a scoring system from 1 being good and 4 being needing more attention. The software allowed the Clerk to set up Risk Assessment reports.

The Clerk asked for a resolution to purchase the disk at a cost of £91.87 this included VAT and Postage and Packaging. There would then be a yearly subscription of £75.00 ex VAT and all upgrades would be included in this.

Resolved: The Clerk to Purchase the system as discussed with the Audit Commission.

- 4) Balance at the Bank as at 31st October 2007.

Current Account	41,305.21
Reserve Account	100,298.56
Less Unpresented Cheques	(83,761.72)
Add Unpresented Receipts	<u>168.00</u>
TOTAL	58,010.05

The Chair explained that included in the above balance were monies held for the following items that had already been accounted for.

£22,065.06 – Towards the Mease Project
£2,479.95 – Left out of the £10K, 106 monies
£3,446.09 – Tag Account

She explained that the Parish Council had £30,018.95 left to last until the next Precept payment in May 2008, which was 6 month away. However we had looked back over the last 6 months of last year and calculated that we would require at least £20k for the next 6 months running costs and wages.

The Chair explained that it had been very difficult this year to keep track of the finances with so much money coming in/going out of the accounts, ref the Mease Project. The Chair thanked the Clerk for her hard work and efforts in managing it.

8. Minute Number 479/07 – Derbyshire Association of Local Council's

There was nothing to report.

9. Minute Number 480/07 - Finance

Resolved: To make the following payments:

Cheque No:	Payee:	Description:	Amount
001254	B Dowell	Wages	£70.70
001255	Cancelled		
001256	C Orme	Wages	£1,263.47
001257	D Woolliscroft	Wages	£372.24
001258	P Stretton	Wages	£36.00
001259	S Bevins	Wages	£384.00
001260	L Kolkman	Lap Top Bags – TAG	£29.97
001261	Sharon Morris	Workshop – TAG	£90.00
001262	Hilton Village Hall	Office Rent	£99.49
001263	Royal British Legion	Poppy Wreaths	£30.00
001264	SDDC	Sportsmobile – TAG	£176.25
001265	SDDC	Sportsmobile – TAG	£117.50

The Chair thanked Cllr Higginbotham for laying the Poppy Wreath on behalf of Hilton Parish Council.

The Clerk asked if a resolution could be passed to pay any outstanding invoices and wages on 19th December 2007, so that staff/suppliers were paid before Christmas.

Resolved: The Clerk to pay all outstanding invoices and staff wages.

10. Minute Number 481/07 – Items for Information

Resolved: To note the following information.

- 1) SDDC – Recommendations and reports of Committees for Submission to the Council at its meeting on 8th November 2007
- 2) SDDC – Standards Committee Meeting to be held on Monday 12th November 2007 commencing at 6pm at the Council Chambers, Civic Way.
- 3) Etwall Area Meeting agenda and reports for the meeting to be held on 21st November 2007 at Hilton Village Hall commencing at 7pm
- 4) Derbyshire Children's Holiday Centre
- 5) East Midlands Development Agency – EMDA news magazine October 2007 addition.
- 6) SDDC – connecting to your Council's Website posters

- 7) DPDS – information on the Mease Pavilion
- 8) SDDC – Advertising a charity event at the Forestry Centre Rosliston
- 9) Teamwork's – Princess Trust Community Cash Awards, Young people are being given the chance to claim a share of £1 million pounds to help tackle drugs, crime and play a positive role in their community.
- 10) DCC – This is me campaign
- 11) DCC – Derbyshire Gold Magazine Autumn/Winter 2007/2008
- 12) Bank House – DVD of their experiences
- 13) SDDC – Statistics for South Derbyshire
- 14) Mark Todd MP – Copy of his letter sent to the County Council with regards to the Public Consultation on the Waste Site Allocation Plan Document
- 15) Powergen – Letter re change of name to E-ON as of 3rd December 2007
- 16) DCC – On Board free magazine, Autumn/winter 2007
- 17) Derbyshire Constabulary – Latest Crime Figures

The Chair read out the crime figures for Hilton, item no 17 and explained that there were 33 crimes in Hilton in total.

The Chair explained that she had spoken to PC Grace that day and informed him of the terrible trouble with youths congregating at Field Close and Tesco. She reported to him that they had been throwing eggs at the Tesco Staff, rattling on the windows where the spirits are stored etc. She has asked him to pay a bit of attention if possible to these areas of concern. It was reported that most of the trouble causers were not from Hilton

- 18) Toyota – Letter to the Chair re the Waste Site Allocation Document and their concerns.
- 19) Mark Todd MP – Letter from the County Council with regards to the public consultation on the Waste Site Allocation Plan Document.
- 20) SDDC – New concessionary Travel Scheme for information
- 21) DCC – Derby and Derbyshire Waste Site Allocation Development Plan – Document – Preferred Option consultation

11. Minute Number 482/07 – Items for Decision.

- 1) SDDC – Healthy lifestyle Activities in your Parish questionnaire
Resolved: The Clerk to complete the questionnaire and return it to SDDC.
- 2) DPDS – letter requesting a letter from the Parish Council re the bottom and top lock at the Mease Pavilion as requested by the Building Inspector for clarification.
Resolved: The Clerk had already done the letter and sent it first class post to DPDS Consulting.
- 3) SDDC – Base Budgets for the Year 2008/2009
Resolved: The Finance Sub Committee to discuss and make proposals ready for the next parish Council Meeting.
Resolved: The Clerk to add this item to the agenda for the next Parish Council Meeting.
- 4) DCC – Request to stop up Public Highway – Section 116 HA 1980 A516 Breech Hill, Hilton
Resolved: The Clerk to email back with no objections to the proposal.
- 5) The standards Board of England – Adopting the Code of Conduct for Members
Resolved: The Clerk to inform the Standards Board that Hilton Parish Council had already adopted the New Code of Conduct.
- 6) Mr & Mrs Price – Ref dog bin on jitty between New Road and Derby Road.
Resolved: The Clerk to reply, thanking Mr & Mrs Price for their comments, and inform them that the bin would not be replaced at the moment, but the situation would be monitored.

12. Minute Number 483/07 – Planning Matters for Decision

- 1) Reg No 9 2007 1212 FH – The erection of an extension to the garage to provide study/home office and the extension of a dwelling at Swallow Barn, Willow Pit Lane, Hilton

Resolved: No objections

- 2) Reg No 9 2007 1284 FH – The erection of an extension at 21 Bancroft Close, Hilton

Resolved: No objections

- 3) Reg No 9 2007 1332 FH – The erection of an extension at 1 Tinsell Brook, Hilton

Resolved: No objections

- 4) Reg No 9 2007 1332 FH – Re consultation: Amended Address – 40 Tinsell Brook, Hilton

Resolved: No objections, the only comment would be the proximity of the boundary line to the footpath.

13. Minute Number 484/07- Planning Matters for Information

Resolved to note the following information:

- 1) 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 toilet block for a five year fixed term at Area E14 Hilton Depot, Egginton Road, Hilton – HAS BEEN GRANTED
- 2) Reg No 9 2007 1010 D – Application for the approval of reserved matters 9 1290 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 – HAS BEEN GRANTED
- 3) Reg No 9 2007 0995 FH – Proposed single storey link extension at 31 Kyle Road, Hilton – HAS BEEN GRANTED
- 4) Reg No 9 2007 0999 FH – proposed single storey rear extension at 50 Welland Road, Hilton – HAS BEEN GRANTED

14. Minute Number 485/07 – Date of the next Meeting

The next Parish Council Meeting will be held on 9th January 2007 at Percy Wood Community Lounge commencing at 7pm.

15. Minute Number 486/07 - Exempt Item

There was nothing to report.

CONFIRMATION: _____ **DATE:** _____