

**MINUTES OF THE HILTON PARISH COUNCIL MEETING HELD ON
WEDNESDAY 17TH DECEMBER 2008 AT HILTON VILLAGE HALL
COMMENCING AT 7.00PM**

Present:

Cllr Keery (in the Chair)

Cllr Kolkman, Cllr Banton, Cllr Walton-Knight, Cllr Bates, Cllr Smalley, Cllr Higginbotham

2 District Councillor's, PCSO Waite, PCSO Beer and 4 members of the public were also present at the meeting

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 715/08 - To Receive Apologies for absence

There were no apologies for absence.

2. Minute Number 716/08 - Variation of the Order of Business.

There were no variations to the Order of Business.

3. Minute Number 717/08 - Declaration of Members Interests.

There were no Declarations of Members Interests.

4. Minute Number 718/08 - Public Speaking.

Minute Number 718/08/A - Public Speaking.

There was nothing to report.

Minute Number 718/08/B - Police Report.

PCSO Waite and PCSO Beer were present at the meeting.

PCSO Waite reported that parking on the pavements on Welland Road was being looked into and warning stickers were being placed on offending vehicle windscreens.

Minute Number 718/08/C – District Council Report.

Cllr Plenderleith and Cllr Patten were present at the meeting.

Cllr Plenderleith reported that there was a survey being delivered to households within the village by the Postman. She explained that this was a survey from Trent Barton Buses to be completed by residents with regards to transport needs. Cllr Plenderleith asked if everybody could complete the survey if possible. She explained that she had a blank copy of the survey that she would give to the Parish Council Clerk in case anyone that wanted to complete the form did not receive one.

Cllr Plenderleith reported on a complaint received regarding the Broadband speed in Hilton. She explained that 130 cases had been referred to the BT Manager who would be dealing with each case individually. Cllr Plenderleith explained that this situation had caught the eye of the House of Lords and would be bought up under South Derbyshire as a whole.

Cllr Plenderleith reported on the Children's Play Area on Avon Way and on the trees that had been removed by the developer Wimpey. She explained that Wimpey would be reinstating the trees early in the New Year.

Cllr Plenderleith reported that she had received a complaint about the inadequate lighting at Tesco, the new units and the Doctors Surgery. Cllr Plenderleith had explained to the resident that this matter was being looked into and the local Police Officer was also looking into Tesco installing CCTV.

Cllr Plenderleith reported on the Bowlers Egg Packing Plant on Willowpit Lane. She explained that the appeal had now been passed, which meant that there were now two granted planning applications. The first application that went to appeal was for a larger building and the second application that was passed was for a smaller building. The Applicant now had 3 years to decide which application to use.

Cllr Plenderleith reported that she had been contacted by residents with regards to the new vehicular access on Derby Road. She explained that the applicant should have given six weeks notice to the Highways Department at the County Council before commencing work. However the application was passed and the applicant commenced work immediately. She explained that this matter was being looked into by the Highways Department.

Cllr Patten reported that she, Cllr Kolkman and Cllr Bates had attended the Severn Trent Meeting, at Mickleover Court Hotel on 3rd December 2008 commencing at 6pm. This was with regards to the proposed Rail Head at Egginton. Cllr Patten explained that originally neither she nor Hilton Parish Council had been invited.

Cllr Patten reported that the previous week she had attended the Highway Forum at South Derbyshire District Council. She explained there had been nothing to report other than she had asked about more transport in the village and bus companies to provide more services. She explained that this would be an agenda item at the next Highways Forum Meeting. She had also asked at the same meeting if a pedestrian crossing could be installed near Mulberry Way to allow residents to cross from the Redrow/Persimmon and the new Don Amott houses. She explained that the criteria for this was quite grey but she had been assured that further site visits would be completed in the near future.

Cllr Patten reported a Christmas Lunch provided by the 50 Plus Forum would take place at Hilton Village Hall on Friday 19th December 2008.

Minute Number 718/08/D – County Council Report.

Cllr Hood was not present at the meeting and there was nothing to report.

5. Minute Number 719/08 - To confirm the Non Exempt Minutes of Hilton Parish Councils Meetings held on 26th November 2008

Resolved: The Non Exempt Minutes of the Hilton Parish Council Meeting held on Wednesday 26th November 2008 having been circulated were approved and signed as a true record.

6. Minute Number 720/08 - Chairpersons Report – Cllr Keery

There was nothing to report.

7. Minute Number 721/08 - Sub-Committee Reports

A) Minute Number 721/08/A - Community Services – Cllr Banton, Cllr Kolkman, Cllr Keery and Cllr Bates

- Village Hall management
- School Governors
- Marston on Dove Charity
- Safer Neighbourhoods and Neighbourhood Watch

Cllr Kolkman reported that she had attended the last Safer Neighbourhoods Meeting held on 1st December 2008 at Hilton Village Hall commencing at 6.30pm. There was nothing to report.

- Community Information and Publicity

B) Minute Number 721/08/B - Finance – Cllr Kolkman, Cllr Keery, Cllr Bates, Cllr Smalley 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
- Suggested Amount of Annual Precept
- Regular Scrutiny of the Accounts
- Audit of the end of year Financial Accounts

There was nothing to report.

C) Minute Number 721/08/C - Environment and Green Space – Cllr Banton, Cllr Walton-Knight, Cllr Bates and Cllr Smalley

- Maintenance of Public Footpaths, Cycle Paths, Greenway, Verges, Open Space, Trees and Hedges
- Environmental Issues
- Recycling Facilities
- Dog and Litter Bin Provisions
- Lengthsman's Report

There was nothing to report.

D) Minute Number 721/08/D - 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

There was nothing to report.

E) Minute Number 721/08/E - Recreation and Leisure – Cllr Kolkman, Cllr Keery and Cllr Banton

- Provision and maintenance of sport and leisure facilities

1) Mease Pavilion update

Cllr Higginbotham reported that he had attended The Mease @ Hilton Management Committee Meeting held at The Mease Pavilion on 16th December 2008. He explained that the Committee was still looking into the governing documents for the Committee as requested by the Parish Council. He explained that the Committee was keen to discuss this matter further and to ask more questions. He explained that Ian Hey and the Clerk to the Parish Council would be invited to the next Management Committee Meeting to discuss this further as the Committee felt the requests were a little heavy.

Cllr Higginbotham reported on other matters discussed at the meeting included the persisting problem of dog fouling; a successful application to the Safer Neighbourhoods Committee for funding towards the CCTV, and the Council Tax Bill received had been reduced by 80% to £600.00 per year.

Cllr Higginbotham asked if the repairs to the fencing at the front of The Mease had been scheduled to be completed yet. The Clerk replied that she was extremely sorry, but she had forgotten about this matter. However she would arrange for this to be done as soon as possible.

Resolved: The Clerk to arrange the repairs to be carried out on the front fencing at The Mease Pavilion.

Cllr Hickinbotham reported that they were having problems at The Mease with people playing golf on the pitches. Cllr Hickinbotham asked if there were any bylaws that the Parish Council could use to stop this. The Chair replied that there was not an awful lot that the Parish Council could do to stop this situation and we just had to hope that common sense prevailed.

Cllr Hickinbotham reported that the pitches were suffering due to the recent heavy rain. He explained that Hilton Harriers were trying to do some remedial work themselves with the help of Talbot Turf to try and improve the situation. Cllr Kolkman replied that she hoped that Hilton Harriers were aware that the drainage channels were only 6 inches deep in some areas.

Cllr Hickinbotham asked if the Parish Council had completed a Risk Assessment at The Mease Pavilion. The Clerk replied that this had not yet been carried out but she would add this to her list of things to do.

Resolved: The Clerk to complete a Risk Assessment at The Mease pavilion.

Cllr Hickinbotham reported that an Official Opening of The Mease Pavilion and Football Pitches could not be completed until the Lease Agreement and final figures had been resolved. The Clerk replied that the final figures and payments had already been completed some six months previously and all end of Grant Forms and Monitoring Forms had also been completed and filed with the Football Foundation, which Hilton Harriers were aware of.

The only outstanding issues were the Lease Agreement and the Governing Documentation for the Management Committee.

2) Cllr Kolkman – Update on the refurbishment of the Tennis Courts on Back Lane and pricing structure for the facility as per the Financial Sub Committee Meeting held on 15th December 2008

Cllr Kolkman reported that the Tennis Court Refurbishment was going really well. She explained that the fencing and carpet had been installed. However the contractors were going to wait until after the Christmas break to install the sand and line markings. She also explained that the contractors would be finishing on site on Friday 19th December 2008 for the Christmas and New Year break but they had been asked to make sure that no equipment was left out.

Cllr Kolkman explained that the Finance Committee had a Meeting on 15th December 2008 at Hilton Village Hall commencing at 1pm to discuss the fees to be charged on the Tennis Courts going forwards. She explained that other places with similar facilities had been contacted to compare prices.

The Finance Committee proposed for teams of 5 and 7 aside football and any other Team Games the charge should be £25.00 per hour for the whole court and £5.00 for the lighting token. Cllr Kolkman explained how the lighting would work on a delay system after one hour.

The Finance Committee proposed that for Netball and tennis 1 x court should be charged at £15.00 per hour.

The Finance Committee proposed that the changing rooms should remain at £7.00 per hour.

The Finance Committee proposed that 2 x people playing Tennis on 1 x court should remain at £6.00 per hour.

Resolved: The Parish Council agreed to set the above prices for the use of the Tennis Courts from January 2009.

Resolved: The Clerk to advertise the new rates in the Hilton Directory.

- Children play equipment
- Parish Council owned Parks and Landscaping

F) Minute Number 722/08 - Employment Issues – Cllr Keery, Cllr Kolkman

- Contracts of Employment

- Staffing Arrangements
- Employment Law changes
- Employment issues
- Training

There was nothing to report.

8. Minute Number 723/08 - Reports from Councillor's that have attended any other Meetings.

- Etwall Area Meeting – Cllr Plenderleith, Cllr Banton, Cllr Kolkman
- Toyota Liaison – Cllr Keery , Cllr Kolkman
- Derby Airfield Consultative Committee – Cllr Walton-Knight
- Rail Head Meeting held at Mickleover Court on 3rd December 2008 commencing at 6pm

Cllr Bateman reported that he, Cllr Kolkman and Cllr Patten had attended the above meeting on 3rd December 2008 at Mickleover Court. Cllr Bateman explained that the meeting was very interesting. However the overall plan was huge. He explained that the plan for the site had been very well thought out, planned and organised. He explained that Severn Trent would be using high quality consultants. However he felt that it would be worth while for the Parish Council to contact Daventry Parish Council to gain their views on how it has impacted on their village as they have had a similar site for the last 15 years.

Cllr Bateman explained that the site would be on a bigger scale than the Toyota site. He explained that if they deliver on all their promises it could be an asset to the area if executed properly, however at present they are along way off this, as they are looking for a strategic partner.

Cllr Kolkman said that the meeting was very informative but there were a lot of holes in the plan, particularly with regards to the roads. A Suggestion was to bring the road through the site to connect to Egginton but they were not sure what they would do at this stage with the balancing pond or Biffa. However they did say that they were in negotiations with Biffa.

Cllr Kolkman explained that the whole site would be covered in buildings but they did not know where the employers would park as they had not allowed any provision for this. She also explained that there would be a big bridge over the A50 from Toyota and individual cars would be driven over the bridge to the Rail Head for loading. Toyota at present was the only car manufacturer in the Country that did not have the use of a Rail Head, without their support the Rail Head would not go ahead.

Cllr Kolkman reported that Severn Trent had objected to the Burnaston Cross Planning Application and this was being reviewed at present by the Secretary of State.

Severn Trent could not project how many jobs this site could bring to the area. However the buildings would be 12 meter high with the nearest dwelling being only 12 meters away from the site. Severn Trent was planning on installing bunds and planted areas to hide it away from the houses.

Cllr Kolkman reported that the volume of traffic would be 12 trains per day with 24 hour operations. They envisage that they would start off with a 6 gauge train but may in the future change this to a 10 gauge train. At present they thought there would be about 40 lorries per day coming from Toyota.

Cllr Kolkman said that Severn Trent would be going out to Tender in January 2009. They already had companies interested in becoming Strategic Partners.

Cllr Kolkman also explained that Severn Trent would be setting up a Forum Committee in January 2009 and would be including the 6 surrounding Parish Councils.

Cllr Kolkman rounded up by saying that the meeting was Informative but there were still lots of areas that needed to be discussed/ resolved. The Parish Council would be kept informed of any progress.

9. Minute Number 724/08 - Clerks Reports

- A) Formal Letter from Chris Mason at SDDC with regards to the offer of £40k to take over the Village Hall site.

The Clerk explained that no further information had been received.

- B) Christmas Tree Recycling

The Clerk explained that there would be no Tree Recycling in Hilton this year, but this would be considered for Christmas 2009.

- C) Grit box – Washford Road

It was reported that the County Council would give the Parish Council a grit box free of charge, but it would be the Parish Councils responsibility to refill with rock salt and spread on the areas affected. It was agreed that the Parish Council did not have the man power to be able to spread the rock gravel.

Resolved: Cllr Patten to check that the bottom of The Mease/ Western Link Road is on the list for gritting.

D) The Mease at Hilton Management Committee would like permission to install CCTV.

**Resolved: Permission was given for The Mease Committee to install CCTV.
Resolved: The Clerk to inform Cllr Patten of the Decision.**

E) Repairs to Back Lane mini football pitch after the vandalism
The Clerk explained that vandalism had been caused to the mini football pitch on Back Lane leaving 4 big holes and concrete sticking up out of the grass. The Clerk explained that Aucuba Landscapes were called into resolve the problem as it was a Health and Safety risk.

F) Proposal to purchase new sign for Parish Council facilities.

Resolved: The Clerk to contact Robert Lewis Signs and acquire new proofs for smaller signs 1 foot by 2 foot.

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

G) The Mease Meadow – A name sign is required for The Mease Meadow and the Parish Council were given a choice of three.

Resolved: The Parish Council agreed to the Green background with white wording.

H) Resident having fire works display on the Back Lane Playing Field on 5.11.2008

The Clerk explained that the above had been brought to her attention and asked what the Parish Council would like her to do to resolve the situation in the future.

Resolved: The Clerk to write a letter to the resident concerned and ask that they refrain from this activity in the future due to the law and Health and Safety.

I) Quotes for CCTV at Village Hall Site

Cllr Kolkman explained that a better CCTV System was being looked into by the Parish Council, The Village Hall Committee and the Scouts Group.

Resolved: The 3 Groups need to have a further meeting to discuss the quotes received.

Items completed by the Clerk from the meeting dated 26th November 2008

A) Minute Number 698/08, Chairs Report - The Clerk to add the formal letter from Chris Mason to the next Agenda – The Clerk added this item to the Agenda on 8th December 2008. However the letter has not yet been received

- B) Minute Number 700/08, Finance – The Clerk to arrange a Financial Committee Meeting to discuss the setting of prices for the Tennis Courts – **Arranged 15th December 2008 at Hilton Village Hall commencing at 1pm.**
- C) Minute Number 701/08, Environment and Green Space – The Clerk to follow up the list from Cllr Banton of overgrown Trees and Hedges – **The Clerk sent formal letters to the properties concerned on 5th December 2008**
- D) Minute Number 701/08, Environment and Green Space – The Clerk to contact the Landlord of Witham Close and arrange a meeting with regards to outstanding issues – **The Clerk contacted the Landlord; however he would like this putting in writing. The Clerk did this on 12th December 2008.**
- E) Minute Number 703/08, Recreation and Leisure – The Clerk to confirm to our Solicitor that the Parish Council Accept his offer to reduce the Legal Fees for the Hilton Harriers Lease Agreement from £3,000.00 + Vat to £2,000.00 + Vat – **The Clerk emailed the Solicitor accepting his offer on 08.12.2008**
- F) Minute Number 703/08, Recreation and Leisure – The Clerk to email our Solicitor and provide him with the information for the Lease Agreement for the Police Contact Office – **The Clerk emailed the Solicitor with the information of the Length of the Lease Agreement and the Rent on 08.12.2008**
- G) Minute Number 703/08, Recreation and Leisure – The Clerk to add the sub heading training to the agenda going forwards – **The Clerk added this to the agenda as of 08.12.2008**
- H) Minute Number 706/08, Clerks Report – The Clerk to write to the resident affected by the burglary at the Back Lane Pavilion and explain that the Parish Council is sorry for their loss. – **The Clerk replied to the residents letter on 05.12.2008**
- I) Minute Number 706/08, Clerks Report – The Clerk to contact SDDC and ask for the contact details of their preferred supplier for the installation of new signage and to then gain prices – **The Clerk called SDDC requesting the above information on 03.12.2008. The Clerk also contacted the supplier to gain the quotes**
- J) Minute Number 706/08, Clerks Report – The Clerk to inform the Scouts Group that they can keep the green container for storage for 12 months only whereby this situation will be reviewed, they must also move it back to the fence line and keep it free from graffiti – **Andy Margraf was informed of the above on 05.12.2008**

- K) Minute Number 707/08, Derbyshire Association of Local Councils – The Clerk to contact DALC and ask if the Crash Course on the Planning System could be bought to Hilton – **The Clerk contacted DALC on 03.12.2008 to ask if this would be possible, unfortunately this could not be done at the time**
- L) Minute Number 709/08, Planning Matters for Decision – The Clerk to email the Planning Department with Hilton Parish Councils comments – **The Clerk emailed the Parish Council's comments to the Planning Department on 27.11.2008**

10. Minute Number 725/08 - Derbyshire Association of Local Council's

- A) Circular No 56/008
 - i. One day training course for Chairmen and other prospective Chairmen of your Parish/Town Council Saturday 16.05.2009. at Hulland Ward Millennium Village Hall

Resolved: The Clerk to book Cllr Bates on the above training course.

- ii. Clerks Induction Course
- iii. Crash Course on the Planning System – Bill Shone Leisure Centre, High Street, Melbourne DE75 8GF Thursday 23.04.2008 commencing at 6.30pm to 9.00pm

Resolved: The Clerk to book Cllr Kolkman, Cllr Bates, Cllr Walton-Knight, Cllr Smalley, Cllr Banton and herself onto the above training course.

Cllr Keery to inform the Clerk if she will be available to attend.

- iv. Law and Good Practice for Parish Councils, an introduction – The Little School, High Street, Barlborough S43 4EP – Monday 16.02.2009 commencing at 6pm
- v. H M Revenue and Customs Business Support Workshop at Derby/Nottingham/Alfreton and Mansfield
- vi. Derbyshire Dales CVS Course – 26.03.2009 at Ashbourne Leisure Centre commencing at 10am till 12.30pm

- B) Circular No 57/2008
 - i. Certificate in Local Council Administration – 18.02.2009 & 18.03.2009 2 day course
- C) Circular No 58/2008
 - i. Membership
 - ii. Training Program January – May 2009
 - iii. Communities in Control
 - iv. Value Added Tax and Local Councils

11. Minute Number 726/08 – Finance

Resolved: To note the following payments.

A) Accounts for Payment:

Cheque No:	Payee:	Description:	Amount
001468	C Orme	Snooker Table TAG	£70.00
001469	Midland CSB	Refurb Tennis Court	£47,221.84
001470	Hilton Village Hall	Room Hire	£91.07
001471	Hilton Village Hall	Room Hire	£21.88
001472	HM Customs and Excise	Interest Charge	£60.54
001473	Mr Bexton	Workshop TAG	£170.00
001474	SDDC	Sportsmobile	£282.00
001475	SDDC	Trade Waste Collection	£149.50
001476	Robert Lewis Signs	No Parking sign	£201.25
001477	Midland CSB Ltd	Refurb Tennis Court	£36,097.87
001478 TO 001483	Salaries and Tax		£3,513.37
001484	Mr J Bates	Christmas Light Comp	£14.98

12. Minute Number 727/08 - Items for Information

Resolved: To note the following for information.

- A) Information Commissioners Office – Freedom of Information, Fulfilling your obligation to disclose information
- B) SDDC – Joint Highways Forum Thursday 11.12.2008 at the Council Chambers Civic Way commencing at 10am
- C) Letter from resident re dog fouling on Back Lane footpaths
- D) SDDC – Christmas/New Year collections
- E) Mark Todd MP – Christmas Card
- F) Derbyshire Constabulary – letter confirming incident of crime on 5th December 2008.
- G) Emda News – Autumn Edition 2008
- H) Rosliston Forestry Centre – Wild Bird Courses
- I) DPDS – Information on the 12 month snagging issues for information
- J) DCC – Safer Derbyshire free winter magazine 2008/2009
- K) Mrs C Smith – Letter re cost of signage from the November Meeting

13. Minute Number 728/08 - Items for discussion

A) SDDC – Summer Holiday Provision 27th July 2009 to 4th September 2009

Resolved: The Clerk to book one day in July and one day in August at Hilton Village Hall.

B) CCTV information and to arrange a further meeting

Resolved: The Clerk to arrange a further meeting with representatives from Hilton Parish Council, Hilton Village Hall and the Scouts Group to discuss the quotes for the CCTV.

C) DCC – Amendment to Traffic Calming – Main Street Hilton - reply from T Hayes

Resolved: The Clerk to reply to the letter received explaining that the Parish Council are very disappointed with the decision to go ahead with the installation omitting the middle cushion of the middle humps.

14. Minute Number 729/08 - Planning Matters for Decision

A) Reg No 9 2008 1137 FH – The erection of an extension at 88 Trusley Brook, Hilton

Resolved: Hilton Parish Council had no objections to the above Planning Application.

15. Minute Number 730/08 - Planning Matters for Information

Resolved: To note the following for information.

- a. Reg No 9 2008 1040 FH – The creation of a vehicular access at 5 Derby Road, Hilton – **HAS BEEN GRANTED**
- b. Reg No 9 2008 1106 FH – The conversion into living accommodation of the garage and the erection of an extension (amended scheme to previously approved 9 2007 1415 FH) at 15 Alders Brook, Hilton – **HAS BEEN GRANTED**
- c. Reg No 9 2008 0992 FH – The erection of an extension at 15 Lucas Lane, Hilton – **HAS BEEN GRANTED**
- d. Reg No 9 2008 0966 FH – The conversion of living accommodation at 43 Kyle Road, Hilton – **HAS BEEN GRANTED**
- e. Reg No 9 2008 0866 SGF – Outlined application for the extension and alteration of existing buildings to form an egg packing facility at Badger Farm, Willow Pit Lane, Hilton – **HAS BEEN GRANTED**
- f. Reg No 9 2008 0917 FM – The erection of three dwellings on Mill Farm, Mill Lane, Hilton – **HAS BEEN GRANTED**
- g. Reg No 9 2008 0934 FH – The erection of an extension at Plum tree Cottage, Burnt Heath, Hilton – **HAS BEEN GRANTED**

16. Minute Number 731/08 - Date of the next Meeting

Resolved: The date of the next Hilton Parish Council Meeting will be held on 28th January 2009 at Hilton Village Hall commencing at 7pm.

PART 2: EXEMPT INFORMATION:

16. Minute Number 732/08 - Exempt Item

- a) Update on the VAT position

The Clerk explained that the VAT position had now been resolved.

CONFIRMATION: _____ DATE: _____

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