

**MINUTES OF THE HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 29th
APRIL 2009 AT PERCYWOOD COMMUNITY LOUNGE COMMENCING AT 7.00PM**

Present:

Cllr Keery (in the Chair)
Cllr Walton-Knight, Cllr Hickinbotham, Cllr Banton, Cllr Smalley, Cllr Kolkman

2 District Councillor's, 1 County Councillor, 1 Representative from the Burton Mail and 3 members of the public were also in attendance.

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 783/09 - To Receive Apologies for absence

Apologies were received and accepted from Cllr Bates

2. Minute Number 784/09 - Variation of the Order of Business.

There were no Variations to the Order of Business.

3. Minute Number 785/09 - Declaration of Members Interests.

There were no Declarations of Members Interests.

4. Minute Number 786/09 - Public Speaking.

Minute Number 786/09/A - Public Speaking

Kay Baston commented as follows to clarify what she had said under Public Speaking at the Hilton Parish Council Meeting held on 28th January 2009.

Kay said that she would like to bring to the attention of the Parish Council that unfortunately the third paragraph on page 799 of the minutes of the Hilton Parish Council Meeting held on 28th January 2009 had been recorded incorrectly.

She explained that what had been recorded was as follows:

“Kay Baston replied that she had no argument as dog fouling was disgusting. She explained that some dog walkers feel that because this was a big enough area they did not have to clean up after their dogs. However she did feel that some of the fouling collected by Hilton Harriers Football Club was from the Woodland Area and not only the pitch.

The Clerk explained that the minutes for the 28th January 2009 could not be amended as they were now a legal document and had been authorised by the Parish Council, however she could make her comments again during this meeting for them to be recorded again.

The amendment is as follows:

“Although I do not approve of people not cleaning up after their dogs, I do think that unfortunately some people possibly didn’t clear up in the rough area at the side of the field because it was a “rough area” and perhaps they didn’t need to. I then suggested that the area in question was flattened right up to the boundary with the woodland and seeded with grass so that it could then be mowed. This would make the whole area smooth and I am sure it would stop the problems as I thought that was being collected by Hilton Harriers was from this area and not from the pitch.

Minute Number 786/09/B – Police Report

There was no Police Representative present at the meeting and there was nothing to report.

Minute Number 786/09/C – County Councillor’s Report

Cllr Hood was in attendance

He reported that the Parish Council should have been informed about the new Mineral and Waste Management Scheme. Cllr Hood said that he would make sure that the Clerk received a copy.

He reported that there were still no further developments on the layby situation reported at the last Parish Council Meeting.

He reported that Hilton Primary School was being allocated £450k for further development. Cllr Hood said that he would let the Clerk have a copy of the report for information.

He also commented about the new children’s centre to be situated in Etwall and how he was not aware of the situation before.

Minute Number 786/09/D - District

Cllr Patten and Cllr Plenderleith were in attendance.

Cllr Patten reported that there was some anti social behavior occurring on New Road.

She explained that she had attended the Etwall Leisure Centre Meeting held on Monday 27th April 2009 and it had been agreed to call it The Etwall Leisure Centre. The Chair replied that Hilton Parish Council was extremely disappointed with this outcome.

Cllr Plenderleith was late to the Parish Council Meeting due to other commitments. The Chair read out her report as follows:

The County Council has confirmed extra funding for Hilton Primary School to pay for 2 temporary classrooms and small extensions to the medical room and library, Planning permission has to be obtained.

Cllr Plenderleith had been contacted by a resident with regards to second home council tax discount and she was pursuing the matter.

The Village Hall Committee had appointed Blair Gratton Architects, who were working through the initial stages of the plans to extend but we were still awaiting a decision on the Growth Point funding.

5. Minute Number 787/09 - To confirm the Non Exempt Minutes of Hilton Parish Councils

- **Hilton Parish Council Meeting held on 25th March 2009**
- **Extraordinary Hilton Parish Council Meeting held on 8th April 2009**

Resolved: The Non Exempt Minutes of the Hilton Parish Council Meeting held on Wednesday 25th March 2009 having been circulated were approved and signed as a true record.

Resolved: The Non Exempt Minutes of the Extraordinary Hilton Parish Council Meeting held on Wednesday 8th April 2009 having been circulated were approved and signed as a true record.

6. Minute Number 788/09 - Chairpersons Report – Cllr Keery

The Chair reported that 3 Councillor's had attended the DALC Planning System Training on 24th April 2009 at Melbourne.

7. Minute Number 789/09 - Sub-Committee Reports

A) Minute Number 789/09/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
- Community Information and Publicity

There was nothing to report

B) Minute Number 789/09/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

- 1) Recommendations from the Internal Auditor.

The Clerk gave a copy of the Auditors report to each member of the Parish Council for information. She explained that there were no recommendations by the Internal Auditor relating to the Accounts for the Financial Year 2008/2009.

- 2) To accept the Annual Return for the Financial Year 2008/2009
- 3) Review of the Financial Regulations and Internal Audit

The Clerk explained that the Internal Audit had been completed by Ian Fraser on 24th April 2009, and explained that the Internal Audit had gone extremely well.

The Clerk went through Section 1 the Statement of Accounts of the Annual Return with the Councillor's and explained that they had been produced on an accruals and prepayments system for the Financial Year 2008/2009 as this was the third year that the Council had gone over the limit of either £200,000.00 income or expenditure.

Resolved: The Annual Accounts for Hilton Parish Council, Section 1 the Statement of Accounts of the Annual Return for the Financial Year 2008/2009 was approved by Hilton Parish Council in their meeting on 29th April 2009 and was signed in accordance by both the Clerk/RFO Mrs Clare Orme and by the Chairperson Cllr Jenny Keery

The Clerk then went through Section 2, Annual Governance Statement of the Annual Return.

Resolved: The Annual Accounts for Hilton Parish Council, Section 2 the Annual Governance Statement of the Annual Return for the Financial Year 2008/2009 was approved by Hilton Parish Council in their Meeting held on 29th April 2009 and was signed in accordance by both the Clerk/RFO Mrs Clare Orme and by the Chairperson Cllr Jenny Keery.

- 4) Review of the Financial Regulations and Internal Audit

The Clerk gave her report as follows:

1. Under the Accounts and Audit Regulations 2006 (which amends the Accounts and Audit Regulations 2003) The Hilton Parish Council Clerk/RFO is obliged to carry out a review of the effectiveness of its internal controls and to report the matter to the Council.
2. There is also a new requirement to conduct a review of the effectiveness of Hilton Parish Council's system of Internal Audit and formally report accordingly.
3. With regard to paragraph 1 above, the Financial Regulations under which Hilton Parish Council's internal controls operate are required to be reviewed by the Clerk/RFO annually. As the Clerk/RFO and advisor to Hilton Parish Council on its financial issues, I recommend the following:-

That no amendments are needed to the Financial Regulations at this time.

4. Paragraph 2 above relates to the effectiveness of the system of internal audit. Hilton Parish Council has appointed a qualified local government accountant to act as its independent internal auditor. The role of the internal auditor is to assist Hilton Parish Council in fulfilling its responsibility for the prevention and detection of fraud and corruption, errors and mistakes. It is for Hilton Parish Council to determine the level of internal audit required based on the internal controls in place. Currently the internal auditor undertakes an internal audit after the end of the financial year. Amongst other things he reviews the internal controls and ensures that Hilton Parish Council has complied with its own Financial Regulations. As Clerk/ RFO I provide quarterly bank reconciliation to the auditor together with copies of bank statements. All payments are approved by Hilton Parish Council and all invoices are available for inspection by the council. Cheques are signed by 2 members of the Parish Council and countersigned by the Clerk/RFO. The internal auditor produces a written report for the Council after the internal audit and highlights any deficiencies in the internal controls, or provides a clean bill of health.

As your Clerk/RFO I am happy with these arrangements and would not wish to change them as it provides both Hilton Parish Council and me with an element of security. I am therefore satisfied with the effectiveness of Hilton Parish Council's system of internal audit.

The Council considered the report by the Clerk/RFO regarding the obligations of the Council relating to the Financial Regulations and the effectiveness of the internal audit.

Resolved: That the comments of the Clerk/Responsible Financial Officer be noted and the Council, having reviewed the effectiveness of the system of internal audit, approves the current arrangements.

Resolved: The Council accepted that no changes should be made to the Financial Regulations but that they be reviewed at this meeting each year.

C) Minute Number 789/09/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

It was reported that there was a problem with speeding traffic on Peacroft Lane. Speed Checks will be carried out by the Police in this area.

Resolved: The Clerk to write to Brian Lucas at the County Council and request that the speed limit be reduced on Peacroft Lane from 30mph to 20mph.

One of the speeding signs on Peacroft Lane was in need of attention.

Resolved: The Clerk to Contact PCSO Waite with regards to this matter.

South Derbyshire District Council had contacted the Enforcement Wardens at the County Council with regards to the problem of parking on grass verges in Hilton. If the problems continue the Parish Council are to contact Jack Twomey at South Derbyshire District Council.

It was reported that the new directive to Parish Councils on the Powers of Well Being, Section 137 had been abolished, which has derestricted on what Parish Councils can spend money on.

- Environmental Issues
- Recycling Facilities
- Dog and Litter Bin Provisions
 - 1) Information Malcolm Chell SDDC as of week commencing 6th April 2009 the dog bins will be emptied on a Tuesday and Friday each week

The Clerk explained that the replacement dog bin for the Back Lane Pitch had been ordered and would be installed shortly.

Cllr Walton Knight reported on the progress of the Hilton Dog Walking Group Meeting held on 9th April 2009.

- Lengthsman's Report

The Lengthsman reported that the dog bin on Main Street play area had not been emptied, and would monitor it.

He also reported that the road side drain on The Mease by the island was in need of repair.

Resolved: Cllr Hood to take this matter back to the Highways Department at the County Council.

D) Minute Number 789/09/D - Village Infrastructure – Cllr Kolkman, Cllr Walton-Knight and Cllr Higginbotham

- Planning matters including the Village Plan
- New Road Adoptions
 - Avon Way, Soar Close, Hilton by Westleigh Developments has recently been adopted by the Council as Highway Maintainable at Public Expense
- Traffic Management and Parking
- Street Lighting
- Public Transport Provision
- Community Services

E) Minute Number 789/09/E - Recreation and Leisure – Cllr Kolkman, Cllr Keery and Cllr Banton

- Provision and maintenance of sport and leisure facilities

1) Cllr Hickinbotham

- a) Mease Pavilion update
- b) Signing of the Lease Agreement

Resolved: The Lease Agreement was signed by the Chair and the Clerk

The Clerk was thanked for all her hard work and support in this matter.

2) Update on the Tennis Court

- a) The Purchase of a second set of netball posts

The Clerk explained that we only had 1 set of netball posts and 2 courts. The Clerk asked if in a second set could be purchased.

Resolved: The Clerk to arrange the purchase of a second set of netball posts.

The Clerk explained that the Booking Clerk had contacted the contractors that refurbished the tennis courts to sort out the problem of the children climbing over and gaining access to the courts. The Contractor had agreed to do this.

- Children play equipment
- Parish Council owned Parks and Landscaping

F) Minute Number 789/09/F - 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 790/09 - 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

There was nothing to report

9. Minute Number 791/09 - Clerks Reports

- a) To purchase the next edition of the Charles Arnold Baker 8th Edition for the sum of £53.60

Resolved: The Clerk to purchase the next edition of the Charles Arnold Baker.

- b) Bank Accounts

In the current climate the Parish Council should have further bank accounts to protect its money with regards to the sealant amount that the Government had stipulated.

Resolved: The Clerk to look into this matter and arrange for a further Bank Account to be set up.

- c) To purchase new Parish Council Notice Boards

Resolved: The Clerk to purchase one new notice board initially.

Resolved: The Clerk to gain permission from the Doctors Surgery if possible to install the notice board in their location. Relocating the notice board from The Mease by the bus stop.

- d) Dog incidents

The Clerk explained that there had been 2 incidents of a resident's dog biting/attacking people within the Village.

Resolved: The Clerk to write to the resident by letter respectfully requesting that the dog be kept under control on Parish Council Land at all times

- e) Tom Crampton Jog Derbyshire Coordinator – re led jogging sessions

Resolved: The Clerk to suggest that he advertise in the Hilton & Dove Valley Life Directory.

- f) Karen Cookson, Green Light Enterprise Ltd – Re Clothing Bank

Resolved: The Clerk to contact Karen Cookson and suggest that she contact the Village Hall, the Scouts Group and Hilton Harriers Football Club.

- g) Chris Mason SDDC – Letter to confirm work to the Back Lane Pavilion.

Resolved: The Clerk to contact Chris Mason with regards to the Insurance cover and to inform him that Hilton Parish Council are happy with the current arrangements with regards to the License.

- h) Chris Mason SDDC – Letter re the takeover of the Village Hall Site

The Parish Council is required to hold public liability insurance for play equipment. However no insurance cover was required for damage as this was the responsibility of South Derbyshire District Council.

Resolved: The Clerk to check the insurance cover with the insurance company.
Resolved: The Clerk to set up a risk assessment scheme for the play equipment.
Resolved: The Clerk to obtain prices for signs with emergency contact details.

It was reported that correspondence would be sent to the Clerk late autumn from Jane Jones at South Derbyshire District Council with regards to the Lengthsman and Concurrent Expenses and the new formula for working this out.

i) Co-Option of a Parish Councillor – Elaina Harvey

Resolved: Elaina Harvey was co-opted on to Hilton Parish Council with immediate effect.

j) Complaint re dog bin bottom of back lane playing field

Resolved: The Clerk to reply to the resident respectfully explaining that the dog bin will not be removed/relocated as this would set a precedents. The Clerk to also inform the resident that the dog bins are emptied on a Tuesday and Thursday each week.

k) Email from Hilton Pharmacy

Resolved: The Clerk to take no further action.

Items completed by the Clerk from the meeting dated 25th March 2009

- a) Minute Number 722/09/C – The Clerk to contact Malcolm Chell at SDDC and arrange for the dog bins to be emptied twice weekly – **Two weekly emptying commenced week commencing 6th April 2009.**
- b) Minute Number 722/09/C – The Clerk to draft an article for the Hilton Directory with regards to the Dog Control Signs – **This was emailed to Fiona at the Hilton Directory on 9th April 2009.**
- c) Minute Number 744/09 – The Clerk to order the Big Tidy up 2009 packs – **The Clerk placed the order for 5 packs on 03rd April 2009.**
- d) Minute Number 788/09 – The Clerk to arrange the Monitoring and Evaluation Meeting with the Football Foundation and all partners – **The Clerk had arranged Monday 22nd June 2009 at 9am at the Football Association offices, all partners have been informed.**

10. Minute Number 792/09 - Derbyshire Association of Local Council's

Resolved: All items of information as per the agenda dated 29th May 2009 were noted as information.

11. Minute Number 793/09 - Finance

A) Accounts for Payment:

Resolved: To note the following payments.

Cheque No:	Payee:	Description:	Amount
001545	Hilton Village Hall	Room Hire	£21.88
001546	SDDC	Council Tax	£139.49
001547	Aucuba Landscapes	Maintenance	£716.17
001548	The Power Bruch Co	Walk behind Sweeper	£3,343.05

001549	Allianz Insurance	Insurance	£5,378.77
001550	Cancelled		
001551	Aucuba Landscapes	Maintenance	£448.50
001552	Aucuba Landscapes	Maintenance Village Hall	£504.56
001553	Eon	Electricity	£50.26
001554	Ian Fraser	Internal Audit	£175.00
001555 to 001561	Salaries and NIC		£3,363.67

12. Minute Number 794/09 - Items for Information

Resolved: All items of information as per the agenda dated 29th May 2009 were noted as information.

13. Minute Number 795/09 - Items for discussion

a) SDDC – Letter from Chris Mason with regards to the take over of the Village Hall Site

Resolved: The Clerk to contact Chris Mason and inform him that the Parish Council already hold £5 million Public Liability. The Clerk to also try and negotiate a longer Lease Agreement.

b) European Parliamentary and County Council Elections 10th June 2009.

Resolved: The Clerk to put the notices received onto the Parish Council Notice Boards.

14. Minute Number 796/09 - Planning Matters for Decision

a) Reg No 9 2009 0258 FH – The erection of an extension and conversion of garage to living accommodation at 8 Blithe Close, Hilton

Resolved: Hilton Parish Council objected to the above application on the grounds of traffic congestion and obstruction of vehicle asses to other properties..

b) Reg No 9 2009 0248 FH – The erection of a conservatory at 58 Foss Road, Hilton

Resolved: Hilton Parish Council had no objection to the above application.

c) Reg No 9 2009 0095 FM – The erection of a dwelling at land to the rear of 132-134 Derby Road, Hilton – **CORRECT INFORMATION NOW RECEIVED.**

Resolved: Hilton Parish Council objection on the same grounds as at the previous meeting.

d) Reg No 9 2009 0272 No – The erection of an extension to an Agricultural Building at West Wings, Lucas Lane, Hilton

Resolved: Hilton Parish Council had no objection to the above application.

15. Minute Number 797/09 - Planning Matters for Information

Resolved: All items of information as per the agenda dated 29th May 2009 were noted as information.

16. Minute Number 798/09 - Date of the next Meeting

Resolved: The date of the next Hilton Parish Council Meeting will be as follows:

20th May 2009 The Village Meeting commencing at 6.30pm at Hilton Village Hall followed by the Annual Meeting of Hilton Parish Council commencing at 6.45pm followed by the monthly Parish Council Meeting commencing at 7pm

PART 2: EXEMPT INFORMATION:

If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms:

Resolved: In view of the confidential nature of the business about to be transacted, it was advisable in the public interest, that the press and public be excluded and they were instructed to withdraw from the meeting”.

1. Minute Number 799/09 - Exempt Items

a. Groundsman

The Clerk explained an incident that had occurred with the Groundsman and what action had been taken to resolve the matter.

b. Clerk

The Clerk updated the Parish Council on her CiLCA Course.

CONFIRMATION: _____ DATE: _____