

**MINUTES OF THE HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 30TH
SEPTEMBER 2009 AT HILTON VILLAGE HALL COMMENCING AT 7.00PM**

Present:

Cllr Bates (in the Chair)

Cllr Hickinbotham, Cllr Smalley, Cllr Kolkman, Cllr Banton, Cllr Keery and Cllr Walton-Knight

2 District Council Representatives, 1 County Councillor Representative, 1 Police Representative, 1 Burton Mail representative and 6 Members of the Public were also in attendance.

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 868/09 - To Receive Apologies for absence

Apologies were received and accepted from Cllr Harvey

2. Minute Number 869/09 - Variation of the Order of Business.

There were no Variations to the Order of Business.

3. Minute Number 870/09 - Declaration of Members Interests.

There was a Personal Interest Declared by Cllr Kolkman with regards to item number 15, Planning Matters for Decision, item c) Reg No 9 2009 0709 FH – The retention of a roof extension an existing conservatory at 32 Mill Lane, Hilton

4. Minute Number 871/09 - Public Speaking.

Minute Number 871/09/A - Public Speaking

A member of the public reported that they had managed to print off the agenda at home from the Parish Council website, and were pleased to see that it was being kept more up to date.

A resident reported that some house owners around the village were allowing their trees and shrubs to overhang the pavement. The Clerk replied that if the resident gave her the addresses she would write on behalf of the Parish Council respectfully requesting that these trees and shrubs be cut back to their boundary line.

A resident thanked the Parish Council for the use of the Back Lane Playing Field on Sunday 27th September 2009 for the first ever Village Dog Show. The resident explained that it had been a smashing day. The resident also offered thanks to everybody who had been involved in making it successful.

Ian Hey a representative of the Village Hall Committee explained that a meeting had taken place with the Architects on Tuesday 29th September 2009 at Hilton Village Hall. He explained that the progress with regards to the rap-around extension was going really well and that the next stages were to head towards Planning Permission.

He explained that the Committee had managed to secure £400,000.00 towards the project but had just been unsuccessful at securing a further £200,000.00 funding this week.

He explained that both he and Cllr Smalley would be meeting with the Architects and the Planners at SDDC once they were in a position to do this.

Minute Number 871/09/B - District Council

Cllr Patten and Cllr Plenderleith were present at the meeting.

Cllr Plenderleith reported that the Aldi Planning Application had been passed at the SDDC Planning Committee Meeting held on 21st August 2009. Discussion had taken place with regards to rotating the building 90 degrees, however Aldi were not happy to do this. Landscaping would be increased to try and screen the site better and recycling would only be for plastics and cardboard. Pressure would be kept on the County Council with regards to the dangerous junction situation.

The Chair replied that in his opinion this planning application had been quite frustrating due to the amount of objections received and as a statutory consultee; whatever the Parish Council asked for seemed to be overturned or ignored. From a list of 12 items of objections sent by the Parish Council only 2 of them were taken into consideration and amended. However on a positive note, it was good to see that the land was being used for something but disappointing that it would not fit in with the village scene better.

Cllr Plenderleith reported that during the summer both she and Cllr Patten had attended various table sessions at SDDC with regards to training.

She explained that she had also attended a meeting with the Etwall Children Centre and reported that this was progressing well; the build would start on 12.10.2009.

She explained that she had attended various Village Hall Meetings.

She explained that she had attended the last Safer Neighbourhoods meeting on the 9th September 2009 whereby the Police had agreed to sort out the parking issues at Hilton Primary School and this had been set as a priority along with Heathfield School.

She reported that the next Hilton Street Party would be held on 4th July 2010. She explained that it would be held on a Sunday to fit around the World Cup and the Grand Prix.

She explained that she had attended a Health and Safety Course at Marston Church with regards to Memorial Inspections carried out in the last week.

She explained that on Monday 28th September 2009 she had attended a meeting with the members of the Hilton Forum Broad Band Pressure Group with regards to a faster service within the village.

She explained that the Electoral Commission would be starting a boundary review on the 1st October 2009 to look at the population within each ward and would be reporting the information of their findings back in time for the representation anomalies in Hilton to be addressed by 2011. However they would not be looking at the Parish Boundaries this time.

Minute Number 871/09/C - County Council

Cllr Patten was present at the meeting.

She reported that she had attended the first Parish Council Surgery held on 12th September at Hilton Village Hall commencing at 9am, however no members of the public attended which was very disappointing.

She explained that the Aldi Planning Application had been passed but the County Council would be keeping an eye on the traffic issues.

She reported that the overgrown footway by the Derby Airfield had still not been cut due to the owner not carrying out the work. Derbyshire County Councils Legal Department would now be sending an Enforcement Notice. Two Councillors then replied that they believed that this work had already been carried out.

She reported that the large Ash Tree on the corner of Witham Close had Ash Heart Rot and would need to be felled in the near future, this matter was in hand.

She reported that the line markings had now been completed on the Hilton Island and the A50.

She reported that discussions were being held with regards to speeding lorries coming off the A50 and turning over on the Island.

She reported that Peter Leigh from the Highways Department at the County Council would like to attend a site meeting with regards to all traffic and parking issues within the village that required addressing. She asked all Parish Council Members in attendance for their availability to attend a meeting and said that she would arrange this with Peter Leigh and then inform the Clerk to the Parish Council of the available times and dates.

Minute Number 871/09/D - Police

PCSO Karen Hyde was in attendance.

She explained that the priority for the village was parking at the Primary School.

She explained that car crime and burglaries were on the up in the whole of South Derbyshire, and reiterated that cars should be left secure and no items of value should be left on display. She explained that even laptops etc left in the boot of a car could be found by the criminals using Bluetooth and wireless technology. She even suggested that all satellite navigation holders should also be removed from vehicles and the mark that these leave on the windscreen should also be wiped off. She explained that in the last 6 to 8 weeks there had been 17 thefts and attempted thefts within the local area. She asked everybody to be vigilant and to make sure all vehicles and houses were secure.

She reported that a new initiative called the Restorative Justice came into effect as of April 2009. She explained that this was a new initiative to deal with anybody causing damage/ anti social behaviour in a different way to just arresting them and taking them directly to the Police Station. It works by way of either the offender repairing the damage, paying for the cost of the damage or sending a letter of apology to the victim. All parties have to be in agreement for this to happen.

5. Minute Number 872/09 - To confirm the Non Exempt Minutes of the Hilton Parish Council Meeting held on 29th July 2009

Resolved: The Non Exempt Minutes of the Monthly Hilton Parish Council Meeting held on Wednesday 29th July 2009 having been circulated were approved and signed as a true record.

6. Minute Number 873/09 - Chairpersons Report – Cllr Bates

The Chair reported that the majority of the Parish Council had attended the DALC Power of Wellbeing training held at Hilton Village Hall on 1st September 2009.

He explained that completing this training would give the Parish Council additional powers but only if they were to meet a specific criteria, to spend money on things like for installing extra lighting on Meadow Lane with the landowners consent as the landowner is not willing or is unable to spend the money. This would give the Parish Council more power to spend money on projects that they would not normally complete.

The Chair reported that he had attended the last Safer Neighbourhoods meeting and could report that Hilton was the safest area in South Derbyshire to live in at the moment on current statistics. The Chair reported that CCTV on The Mease Bridge had also been discussed to try and resolve the graffiti problem. The Chair reported that this was not seen necessary at this stage, but as part of Operation Relentless it would be to paint the bridge with a special paint which would stop anything sticking too it.

The Chair reported that he Cllr Kolkman and Cllr Smalley had attended a DALC Planning Course. He explained that the course was very interesting but frustrating, however A Community Guide to Planning Obligations had been ordered and received for each member of the Parish Council for information.

The Chair reported that the first Parish Council Surgery took place on 12th September 2009 at Hilton Village Hall commencing 9am to 11am, in attendance was Cllr Bates, Cllr Patten and the Clerk to the Parish Council; however no members of the public were in attendance which was extremely disappointing. The next Parish Council surgery will be held on 10th October 2009 at Hilton Village Hall commencing at 9am to 11am.

The Chair reported that the Parish Council website had been updated substantially since the last meeting and thanks were given to Cllr Kolkman for completing this task. He explained that the website was now more user friendly and looked better.

7. Minute Number 874/09 - Co-Option of a new Parish Councillor

Resolved: Susie Carter was Co-Opted as a new member for Hilton Parish Council with immediate effect. Resolved: Cllr Carter duly completed and signed her Acceptance of Office and Register of Members Interest Form in the presence of the Clerk.

8. Minute Number 875/09 - Sub-Committee Reports

A) Minute Number 875/09/A - Community Services – Cllr Banton, Cllr Kolkman, Cllr Keery and Cllr Bates

- Village Hall management
- School Governors

Cllr Plenderleith reported that she attended a meeting on 29th September 2009 and could report that the temporary class room blocks were now in place, the only problem was the lack of internet connection which was currently being resolved.

- Marston on Dove Charity

It was reported that the Charity held a meeting on 18th August 2009 at which time no requests for a small grant had been received. Since that meeting a further emergency meeting has been held.

- Safer Neighbourhoods
- Community Information and Publicity

B) Minute Number 875/09/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) Audit completed by the Audit Commission with no Recommendations

The Clerk explained that the Annual Return had now been received back from the Audit Commission. She explained that there were no recommendations contained therein and the Audit had passed with flying colours. Congratulation and thanks were then offered to the Clerk for all her hard work.

C) Minute Number 875/09/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
- Environmental Issues
- Recycling Facilities
- Dog and Litter Bin Provisions
- Lengthsman's Report

The Lengthsman reported that the hedge around Percywood Close was overhanging the footpaths.

Resolved: Cllr Plenderleith to take this matter back to SDDC for a resolution to be found.

The Lengthsman reported that the hedge on Sutton Lane was in need of being cut back.

Resolved: The Clerk to email the Highways Department at the County Council to complete the work.

- Hilton Dog Walking Group

Cllr Walton-Knight reported that the first Hilton Dog Walking Show had been very successful thanks to everybody involved. He explained that the number of children taking part with their dogs was a sight for sore eyes. He explained that he was extremely impressed with the judge and how she responded and interacted with the children and the whole day went like clockwork. He explained that a good time was had by all and it worked well with the Scouts and Guides and Hilton Harriers and was of great benefit for the Community. The Scouts and Guides and Hilton Harriers made about £100.00 each from the event and the RSPCA made about £200.00 plus the contribution from the Dog Walking Group.

Cllr Walton-Knight said that the outcome and the energy of the day were thanks to Jayne McDonald, Kay Baston and Carol Smith. He thanked all three organisers and also the Parish Council for the use of the land.

- Flood Liaison

D) Minute Number 875/09/D - Village Infrastructure – Cllr Kolkman, Cllr Walton-Knight , Cllr Higginbotham and Cllr Harvey

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

It was reported that the drop curb installed at the end of Mill Lane and Main Street looked a mess.

- Community Services – remove this off next agenda

E) Minute Number 875/09/E - Recreation and Leisure – Cllr Kolkman, Cllr Keery, Cllr Smalley and Cllr Harvey

- Provision and maintenance of sport and leisure facilities

Cllr Kolkman reported that she and Cllr Keery had met with the Football Teams to discuss the forthcoming season going forwards including the rules and regulations.

She explained that she had already invoices £500.00 for the usage during September. Both the Astro Turf and Football Pitches were full to capacity going forwards. However it was reported that we may struggle with the lighting in the pavilion as the tubes were hard to obtain.

Resolved: The Clerk to contact SDDC for some replacement tubes.

Resolved: The Clerk to chase Chris Mason for repairs to be made to the windows on the pavilion.

1) Cllr Hickinbotham

a) Mease Pavilion update

Cllr Hickinbotham read out his report from The Mease Management Committee Meeting held on 21st September 2009. He handed the Clerk a copy for her records. (the Clerk attached the report to the Parish Council minutes for information)

- Children play equipment

The Clerk reported that she had received a telephone call from Steve Sheppard at SDDC with regards to the T-Cup being replaced in the next 3-4 weeks.

Resolved: The Clerk and Cllr Plenderleith to inform Steve Sheppard that a new T-Cup is not required and ask for an alternative piece of equipment as the T-Cup was being used as a public toilet.

- Parish Council owned Parks and Landscaping

Resolved: The Clerk to have the burnt out bin completely removed from the Main Street play area.

Resolved: The Clerk to look into options to have the 2 benches on the Main Street play area either removed or repaired or to make one good bench from 2 broken benches.

Resolved: The Clerk to look at repairs or removal of the two benches by the tennis courts.

Resolved: The Clerk to update the Parish Council at the next meeting on the actions taken.

It was reported that after the dog show a man was seen and approached for cutting a large branch off the tree to be felled at the bottom of the Back Lane playing field. Health and safety issues were explained to him but he required the branch for his iguana. After being spoken to the man left the site leaving the branch on the floor.

F) Minute Number 875/09/F - Employment Issues – Cllr Bates and Cllr Kolkman

- Contracts of Employment
- Staffing Arrangements
- Employment Law changes
- Employment issues
- Training
 - The Power of Well Being Training held on 1st September 2009

Resolved: Already discussed above.

9. Minute Number 876/09 - Reports from Councillor's that have attended any other Meetings.

- Etwall Area Meeting – Cllr Bates, Cllr Banton and Cllr Kolkman

The next Etwall Area Meeting will be held on the 10th November 2009 at Findern

- Toyota Liaison – Cllr Bates and Cllr Kolkman

There was nothing to report

- Derby Airfield Consultative Committee – Cllr Walton-Knight

There was nothing to report.

10. Minute Number 877/09 - Clerks Reports

- a) Scout Hut car park area

The Clerk explained about the planning documents being in the name of Hilton Parish Council.

Resolved: Cllr Plenderleith to take this matter back to the Planning Department at SDDC.

- b) Update on the takeover of the Village Hall Site and the ownership of land and the development of the Village Hall.

Resolved: The Clerk, the Chair and the Vice Chair to be given delegated powers to agree the Lease Agreement with SDDC for the takeover of the Village Hall Site.

Resolved: The Clerk to contact Chris Mason at SDDC with regards to the land being freehold rather than on a Lease Agreement.

It was reported that the Village Hall Committee had established that the land directly to the back of the Village Hall was always part of the Village Hall Land, however it had transpired that the plans attached to the draft Lease Agreement did not clearly show this as the case. Ian Hey had now applied to have this part of the land in question given back to the Village Hall from the fencing area at the back of the Village Hall in a straight line to the overflow car park.

Resolved: The Parish Council were in the agreement for the Village Hall Committee to pursue this matter.

- c) Update on the tree cutting on Back Lane

The Clerk reported that the work had now been completed around the Woodland Area on Back Lane and the residents were happy with the work. However Fairview Arborists would be back on site on 15th October 2009 to fell a dead tree at the bottom of the Back Lane Playing Field.

- d) Update on VAT Course attended by the Clerk and Cllr Kolkman on 3rd September 2009

The Clerk explained that she and Cllr Kolkman had attended the above DALC Training Course. She explained that it was very interesting but also confusing in some areas discussed.

- e) The purchase of a rechargeable microphone

Resolved: Add this matter to the agenda for the Parish Council Meeting to be held in October 2009.

- f) The purchase of new Parish Council Notice Boards

Resolved: To replace all 4 Parish Council Notice Boards.

Resolved: To move the Notice Board on The Mease to the area at the end of Mulberry Way and Egginton Road

Resolved: The Clerk to gain permission to move this Notice Board from the County Council Highways Department

Resolved: The Clerk to gain prices to install the Notice Boards and to have a Hilton Parish Council Header on the Board.

Resolved: The Clerk to gain a picture of the Notice Board

Resolved: The Clerk, the Chair and the Vice Chair to finalise the details before purchasing/installing the Notice Boards.

- g) Statement to be issued with regards to the land swap area with the school.

Resolved: It was agreed that the Parish Council would issue a statement of the Parish Councils intention for this land to be advertised on the Parish Council Website, the Hilton on Line Forum and the Hilton Directory.

Resolved: The Chair and the Clerk to discuss this matter and put a statement together.

h) Bark Chipping Removal by Soar Close re Thames Way Flooding Problem
Resolved: The Clerk to ask the Lengthsman and Groundsman to push the bark chippings back from the edge of the path.

Resolved: The Clerk to revalue this situation once we have had a substantial rain fall.

Resolved: The Clerk to ask Aucuba Landscapes to weed kill the paths around the Tennis Courts.

It was reported that SDDC had replied to the Clerks email with regards to the maintenance of The Mease Meadow and this will only be maintained once a year as per their maintenance schedule.

Items completed by the Clerk from the meeting dated 29th July 2009

- a) Minute Number 857/09 – Chairpersons Report re Hilton online Forum Information – Emailed to Nathan Thorpe on 26.08.2009 as agreed
- b) Minute Number 858/09/C – Environment and Green Space – Permission was given to the Hilton Dog Walking Group to use the Back Lane Playing Field on 27th September 2009 for the Fun Dog Show via email on 7th September 2009
- c) Minute Number 859/09 – Report's from Councillors that have attended any other meetings – The Clerk to update Toyota with the Chairpersons contact details. Sent via email on 27th August 2009
- d) Minute Number 860/09 – Clerk Report – The Clerk to purchase 2 x Golf not permitted signs. Ordered by the Clerk on 28th August 2009
- e) Minute Number 860/09 – Clerks Report – The Clerk to write a letter to the complainant re the lighting on the Village Hall Site explaining that this cannot be switched off during the night and the reason why. Letter sent by the Clerk on 28th August 2009
- f) Minute Number 860/09 – Clerk Report – Tree cutting on Back Lane playing Field completed on 28th August 2009
- g) Minute Number 865/09 – Planning Matters for Decision – Planning comments from Hilton Parish Council were emailed to South Derbyshire District Council Planning Department on 28th August 2009

11. Minute Number 878/09 - Derbyshire Association of Local Council's

Resolved: To note the information as per the agenda.

Resolved: The Clerk to gain a copy of the information and to produce a Community Response Plan for adoption by the Parish Council re circular number 44/2009.

Resolved: Cllr Bates, and Cllr Kolkman to attend The Parish and Town Meeting to be held on 22nd October 2009 from 6pm at the Members Room, County Hall, Matlock as per circular number 52/2009.

Resolved: The Clerk to email the acceptance as required confirming the places.

12. Minute Number 879/09 - Finance

Resolved: To note the following payments.

Cheque No	Payee	Description	Amount
001610	Inland Revenue	Tax and NIC's	£838.71
001611	Scribe 2000	Subscription	£281.75
001612	Viking Direct	Stamps and Stationery	£402.73
001613	Aucuba Landscapes	Maintenance	£526.70
001614	Fairview Arborists	Tree cutting	£230.00
001615	Viking Direct	Stationery	£19.40
001616	Eon	Electricity	£87.78
001617 to 001621	Salaries Tax and NIC's		£2,696.03
001622	English Clock Makers	Repairs to Village Clock	£76.91
001623	Hilton Village Hall	Room Hire	£21.88
001624	Warwick Directories	Advertising	£41.40
001625	L Kolkman	Refreshments DALC Training	£61.24

001626	Hilton Village Hall	Room Hire	£19.90
001627	D J Atkinson	Retention	£11,206.56
001628	Fairview Arborists	Tree Maintenance	£517.50
001629	Aucuba Landscapes	Maintenance	£504.56
001630	Aucuba Landscapes	Maintenance	£504.56
001631	E Kolkman	Fuel Expenses	£48.80
001632	Robert Lewis Signs	Replacement Signs	£207.00
001633	Hilton Dog Walking Group	small Grant for Insurance	£20.00
001634	Cancelled		
001635	Audit Commission	Audit 2007/2009	£1,006.25
001636	Aucuba Landscaped	Maintenance	£647.45
001637	Aucuba Landscapes	Maintenance	£538.20
001638	Salaries and NIC'S		£3,202.39

13. Minute Number 880/09 - Items for Information

Resolved: To note the information as per the agenda.

14. Minute Number 881/09 - Items for discussion

There was nothing to report.

15. Minute Number 882/09 - Planning Matters for Decision

- a) Reg No 9 2009 0567 FH – The erection of extensions and alterations at 130 and 134 Derby Road, Hilton.

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

- b) Reg No 9 2009 0523 FH – Alterations, extensions and inclusion of pitched dormer roof at 18 and 20 Willowfields, Hilton

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

- c) Reg No 9 2009 0709 FH – The retention of a roof extension on an existing conservatory at 32 Mill Lane, Hilton

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

- d) Reg No 9 2009 0681 FH – The widening of an existing vehicular access to serve 14 and 16 Main Street , Hilton

Resolved: Hilton Parish Council had no objections to the above Planning Application, however they would like to see a condition that the resident turns all vehicles around on the driveway and drives forwards off the drive rather than reversing onto a main road.

- e) Reg No 9 2009 0753 FM – The demolition of an existing garage to the rear of 69 and the erection of a bungalow with access at 69 Main Street, Hilton

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

- f) Reg No 9 2009 0776 FH – The erection of an extension at 19 Lucas Lane, Hilton

Resolved: Hilton Parish Council had no objections to the above Planning Application, however due consideration would need to be given to the surrounding neighbours.

16. Minute Number 883/09 - Planning Matters for Information

Resolved: To note the information as per the agenda.

17. Minute Number 884/09 - Date of the next Meeting

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

PART 2: EXEMPT INFORMATION:

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 temporarily excluded and they were instructed to withdraw from the meeting.

1. Minute Number 885/09 - Exempt Items

a) Caretaker of the Pavilion – Hours and salary

Resolved: To increase the Caretaker cleaning hours of the Back Lane Pavilion to 3 hours per week instead of 1.5 hours per week due to the increase in usage. This will be paid at the usual hourly rate.

b) Lengthsman and Caretaker - Hours and salary

Resolved: The Clerk to produce a works schedule of areas to be cleaned in more detail and added to a future agenda once completed for further discussion.

c) Financial Matters

Resolved: The Clerk to send a letter to Gill Hague at SDDC with regards to questions requiring an answer on information received from SDDC on Financial Matter.

CONFIRMATION:

DATE:
