

MINUTES OF THE HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 26TH MAY 2010 AT HILTON VILLAGE HALL COMMENCING AT 7.15PM

Present:

Cllr Bates (in the Chair)
Cllr Walton-Knight, Cllr Carter, Cllr Keery and Cllr Smalley

2 District Council Representative, 1 County Councillor, 1 Burton Mail Representative and 5 Members of the Public were also in attendance.

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 1031/10 - To Receive Apologies for absence.

Apologies were received and accepted from Cllr Hickinbotham and Cllr Kolkman.

2. Minute Number 1032/10 - Variation of the Order of Business.

There were no Variations to the Order of Business.

3. Minute Number 1033/10 - Declaration of Members Interests.

There were no Declarations of Members Interests.

4. Minute Number 1034/10 - Public Speaking.

Minute Number 1034/10/A - Public Speaking

Residents raised the following matter:

- The resident asked the Clerk about the Allotment list that she was keeping and if this was in conjunction with SDDC's list The Clerk replied that she had been informed that until she had at least 6 residents on her list requiring allotments SDDC would not be interested. However she would check this with SDDC and obtain a definitive answer in time for the next Parish Council Meeting.
- Welland Road/Humber Street proposed Park Area – The Chair reported that this consultation had now been extended till the end of June 2010 and everyone affected would be re-leafleted.
- Recycling Centers and the appalling state of the centre on Main Street – The resident explained that in other countries, recycling is done in a much nicer way with shrubs etc around the recycling center

Minute Number 1034/10/B - Police Report

There were no Police Representatives present and there was nothing to report.

Minute Number 1034/10/C – District Councillors Report

Cllr Plenderleith and Cllr Patten were present at the meeting.

Cllr Plenderleith gave her report as follows:

- On 1st May 2010 a resident report a blocked drain off the Greenway. Ownership of the drain was uncertain, however SDDC have resolved the problem and will resolve the ownership of the drain in due course.
- She had been contacted by a concerned resident with regards to the problems with dangerous dogs within the village as there had now been 3 such attacks. PC Bull was now linking all of the attacks together.

- Mowing and maintenance on Bren Way was still the responsibility of Persimmon, if this work had not yet been completed it would be completed soon as they were behind on their maintenance schedule due to the bad winter.
- A resident had contacted her with regards to mopeds on the Back Lane Playing Field and Village Hall Site on Sunday 23rd May 2010 from 6pm to 11pm. The Police are aware and are trying to catch the offender.
- A resident had contacted her requesting that the dog bin at the bottom of the Back Lane Playing Field be removed or relocated. The Chair replied that this could be reconsidered as part of the new park area.
- She had attended a Scrutiny Meeting with regards to the Community use/School use of the Etwall Leisure Center and other issues that have arisen since its opening.
- She had received notification from the Boundary Commission that they had completed their first draft proposals on the current Boundary Review.
- She had been contacted by the Police with regards to the new 20mph restrictions zone around Hilton Primary School, they were also discussing installing enforceable lines around the same area. This matter will be updated at the next Safer Neighbourhoods Meeting.
- Complaints had been received about the state of the notice board on Avon Way
- The Broadband project was still under discussion
- Been looking at topics for discussion over the next 12 months at the Scrutiny Meetings and high on the agenda will be the state of the Main Street Recycling Centre.

Resolved: The Clerk to email the Boundary Committee Review link to all the Parish Council Members.

Resolved: The Clerk to add the Boundary Committee Review Update to the agenda for the June 2010 Parish Council Meeting for discussion and resolution.

Minute Number 1034/10/D – County Councillors Report

Cllr Patten was present at the meeting.

Cllr Patten gave her report as follows:

- The lighting query on Lucas Lane as reported at the April 2010 meeting has been looked into, however there is no funding available for this kind of provision. It was agreed that Cllr Patten would obtain definitive quotes for lighting on Lucas Lane and Meadow Lane for the next Parish Council Meeting.
- She had attended a meeting at the John Port School the previous week with regards to the proposed changes to the school week which were very controversial.

5. Minute Number 1035/10 - To confirm the Non Exempt Minutes of the Hilton Parish Council Meeting held on 28th April 2010

Resolved: The Non Exempt Minutes of the Monthly Hilton Parish Council Meeting held on Wednesday 28th April 2010 having been circulated were approved and signed as a true record.

6. Minute Number 1036/10 - Chairpersons Report – Cllr Bates

The Chair gave his report as follows:

- Attended a meeting with the Chair of the Scouts Association Andy Margraf and Peter Holmes one of the Committee Members to discuss the fencing around the Scout Hut. Hopefully they will be coming back to the July Hilton Parish Council Meeting once the 6 months original decision has expired to put forward further proposals. The letter of complaint received by the Parish Council had been approved by their whole committee. The Chair had asked them that if before the July Parish Council Meeting a site visit could take place 20 minutes prior to the start of the meeting with the Councillor to enable them to visualise exactly what the proposal would be.
- He had received a complaint from a resident with regards to a development to alter a driveway on Shady Grove. The Clerk had since received a reply from the Enforcement Officer at SDDC explaining that the development did not require any planning permission. The Chair would report this matter back to the complainant.

7. Minute Number 1037/10 - Committee Reports

A) Minute Number 1037/10/A - Community Services – Cllr Kolkman, Cllr Keery and Cllr Bates

- Village Hall management

It was reported that the planning permission for the extension had been granted and this matter was progressing slowly.

A meeting had taken place with Local Foods funders with regards to the café and they were very impressed with the Business Plan. The next Village Hall Committee Meeting will be held on 17th June 2010 at Hilton Village Hall commencing at 7pm.

- School Governors

A School Governors Meeting had taken place but there was nothing to report.

- Marston on Dove Charity
- Safer Neighbourhoods
 - 1) Next Meeting to be held on 8th June 2010 at Millennium Hall, Dalbury Lees commencing at 6.30pm.
- Community Information and Publicity

B) Minute Number 1038/10/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) Internal Audit was completed on 19th May 2010
 - 2) To accept the Annual Return for the financial year 2009/2010 Section 1 and 2.

The Clerk explained that the Internal Audit had been completed by Ian Fraser on 19th May 2010, 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 2009/2010.

Resolved: The Annual Accounts for Hilton Parish Council, Section 1 the Statement of Accounts of the Annual Return for the Financial Year 2009/2010 was approved by Hilton Parish Council in their meeting on 26th May 2010 and was signed in accordance by both the Clerk/RFO Mrs Clare Orme and by the Chairperson Cllr James Bates.

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 2009/2010 was approved by Hilton Parish Council in their Meeting held on 26th May 2010 and was signed in accordance by both the Clerk/RFO Mrs Clare Orme and by the Chairperson Cllr James Bates.

- 3) Review of the Financial Regulations and Internal Audit for the year 2009/2010

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 1038/10/C - Environment and Green Space – 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 gave his report as follows:

- The County Council is repairing the pot holes around the village but Main Street by the car park was in need of completely resurfacing.

Resolved: Cllr Patten to take this matter back to the County Council Highways Department for consideration.

- Planters on the Main Street car Park and did the Parish Council wish these to be planted this year.

Resolved: For the Lengthsman to arrange for the planters to be planted.

- Hilton Dog Walking Group – Cllr Walton-Knight

Cllr Walton-Knight gave his report as follows:

- The Hilton Dog Walking Group would be holding their Annual Meeting on 27th May 2010
- The Dog Show would be going ahead as planned and was gathering pace and the Committee Members were looking for plenty of support for September.
- Membership numbers were still slowly rising towards 100
- It was a great pity that there were still some dog walkers within the village that would not sign up to the pledge.
- Dog fouling was still a problem within the village.
- Flood Liaison

D) Minute Number 1038/10/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

Resolved: The Clerk to add the purchase of new Parish Council notice boards to the agenda for June 2010 meeting.

E) Minute Number 1038/10/E - Recreation and Leisure – Cllr Kolkman, Cllr Keery, Cllr Smalley and Cllr Harvey

- Provision and maintenance of sport and leisure facilities

1) *Cllr Hickinbotham*

a) *Mease Pavilion update*

- Children play equipment
- Parish Council owned Parks and Landscaping

Resolved: The Clerk to add the extension of the Back Lane Pavilion to the agenda of the June 2010 meeting.

Resolved: The Clerk to speak with Judith Green to establish if the Parish Council are now under the ownership of the Back Lane Pavilion and if so request that this be advised in a formal letter to the Clerk.

F) Minute Number 1038/10/F - Employment Issues – Cllr Bates and Cllr Kolkman

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

There was nothing to report.

8. Minute Number 1039/10 - Reports from Councillor's that have attended any other Meetings.

- Etwall Area Meeting – Cllr Bates, and Cllr Kolkman

There was nothing to report.

- Toyota Liaison – Cllr Bates and Cllr Kolkman

There was nothing to report.

- Derby Airfield Consultative Committee – Cllr Walton-Knight

There was nothing to report.

9. Minute Number 1040/10 - Clerks Reports

- a. Update on the Welland Road/Humber Street Park

Already discussed in Public Speaking.

- b. Permission to site a bouncy slide at the back of the Scout Hut on 10th July 2010

Resolved: The Clerk to email the resident stating that she can use the field to site the bouncy castle/slide, however the Clerk would require a copy of the insurance and the public liability covering this kind of activity on public open space as the Parish Council would take no responsibility for any accidents/damage on the day. The Clerk to also inform the resident that this activity will attract other children/youths using the site.

Resolved: Once a copy of the Insurance Policy and Public Liability Policy is received by the Clerk the event can go ahead.

- c. Update on the Village Welcome Sign – To confirm preference

Resolved: The Parish Council agreed that they would like the Speed Limit Sign with Welcome to Hilton, Please Drive Carefully.

Resolved: The Clerk to inform the Mr Peter Leigh at the County Council that Cllr Patten would like a further 2 signs for the other entrances of Hilton. The Clerk to ask Peter Leigh to liaise with Cllr Patten on this matter.

- d. Permission to install a post box at The Mease Pavilion

Resolved: The Parish Council gave permission for The Mease Management Committee to install an external post box to enable the post office to give them a post code.

Resolved: Cllr Patten to take the permission back to The Mease Management Committee.

- e. Purchase and Installation of Soap and Hand Towel Dispensers at the Back Lane Pavilion

Resolved: The Parish Council agreed to install soap and hand towel dispensers.

Resolved: The Clerk to look around for the cheapest option.

10. Minute Number 1041/10 - Derbyshire Association of Local Council's

Resolved: To note the following information.

- a. Circular No 17/2010
 - i. Community Response Plan
 - ii. Tackling Anti Social Behaviour
 - iii. Bringing People Together
 - iv. War Memorials Trust Publication
- b. Circular No 18/2010
 - i. Training for Clerks and Chairmen on the New Standing Orders and Audit Return
- c. Circular No 19/2010
 - i. Derbyshire County Training Partnership – Power of Well Being Training – Summer 2010
- d. Circular No 20/2010
 - i. Additional Training Summer 2010 – HMRC Training Spring 2010
- e. Circular No 21/2010
 - i. Registering you Parish/Town Council Property with the Land Registry
- f. Circular 22/2010
 - i. New Powers for Local (Parish and Town) Councils to boost affordable rural housing
- g. Circular No 24/2010
 - i. Employee Absence occasioned by volcanic ash
 - ii. Bringing People Together campaign
 - iii. Development of Credit Union Services across Derbyshire event
 - iv. East Midlands Allotment Officer's Forum – Tuesday 15th June 2010
 - v. Training for people responsible for a childrens play area
 - vi. Car Allowance 2010/2011
- h. Circular No 25/2010
 - i. Derbyshire Constabulary Annual Parish Council's Evening – Tuesday 12th October 2010
- i. Circular No 26/2010
 - i. New Recommended Standing Orders for Local Councils
 - ii. District Audit
 - iii. Insurance – Annual Play Ground Inspection
 - iv. Wessington Parish Council Vacancy – Clerk/RFO

j. Circular 27/2010

i. Land Registry Training Event – Wednesday 9th June 2010 at the DALC Offices, Church Street, Worksworth

11. Minute Number 1042/10 - Finance

Resolved: To note the following payments.

A) Accounts for Payment

Cheque No	Payee	Description	Amount
001761	E Kolkman	Staff Uniform	£31.39
001762	Regal Paints Ltd	Line Mark Paint	£134.06
001763	Hilton Village Hall	Room Hire	£38.85
001764	Aucuba Landscapes	Maintenance	£515.53
001765	Aucuba Landscapes	Maintenance	£569.88
001766	Fairview Arborists	Tree Felling	£293.75
001767	Cancelled		
001768	Burn It Now	Disposal of old info	£145.00
001769 to 001774	Salaries and NIC's		£2,871.57

Resolved: The Clerk to amend the payment dates for salaries to be cut off on the Friday before the meeting.

12. Minute Number 1043/10 - Items for Information

Resolved: To note the following information.

- a. SDDC – Housing Service 9th Annual Gardening Competition for Tenants
- b. DCC – Derbyshire and Derby Minerals Core Strategy Key Issues and Options Report
- c. SDDC – Homefinder Information
- d. North West Safer Neighbourhoods Group – Minutes and agenda for the meeting to be held on 8th June 2010 at the Millennium Hall, Dalbury Lees commencing at 6.30pm
- e. The Playing Field – Rural Action Derbyshire Newsletter Spring 2010
- f. DCC – Derbyshire Gold Magazine Summer 2010
- g. DCC – Derbyshire County Council Domestic Abuse Campaign
- h. Clerks and Council Direct Magazine May 2010
- i. Permission to site a bouncy slide at the back of the Scout Hut on 10th July 2010
- j. BTCV – Conservation Task Workers required
- k. Complaint from resident with regards to parking on the pavements and Fixed Penalty Notices

13. Minute Number 1044/10 - Items for discussion

- A) Complaint from resident with regards to parking on the pavements and Fixed Penalty Notices

Resolved: The Clerk to forward the emails of complaint on to Cllr Patten.

Resolved: Cllr Patten to get an official view of the procedure for the resident.

- B) Letter of complaint from resident with regards to fencing around Soar Close

Resolved: The Clerk to contact the Housing Association responsible for the properties.

Resolved: The Clerk to add the planted area by Soar Close to the agenda for the June 2010 meeting as it looks a mess.

14. Minute Number 1045/10 - Planning Matters for Decision

- b. Reg No 9 2010 0369 FH – The conversion of the garage into living accommodation at 68 Thames Way, Hilton

Resolved: Hilton Parish Council had no objections to the above planning application, however a clause must be added that there will be parking for 2 vehicles off the road.

c. Reg No 9 2010 0414 FH – The erection of a conservatory and boundary wall at 96 Welland Road, Hilton
Resolved: Hilton Parish Council had no objections to the above planning application in principal, however the County Council and District Council must look at the siting of the wall as this may cause serious safety issues with traffic not having clear visibility at the island/roundabout.

15. Minute Number 1046/10 - Planning Matters for Information

Resolved: To note the following information.

- a) Reg No 9 2010 0233 FH – Erection of an extension and garage at Hollybush Cottage, Willowpit Lane, Hilton – HAS BEEN GRANTED
- b) Reg No 9 2010 0120 NO – The erection of a temporary building for use as a Pharmacy at the Wellbrook Medical Centre, Welland Road, Hilton – HAS BEEN GRANTED
- c) Reg No 9 2010 0165 FH – The conversion of the garage into living accommodation at 84 Trusley Brook, Hilton – HAS BEEN GRANTED
- d) Reg No 9 2010 0070 NO – Extension to time limit of planning permission 9 2006 1283 for the erection of a dwelling on land adjacent to 66 Egginton Road, Hilton – HAS BEEN GRANTED
- e) Reg No 9 2010 0248 FH – The erection of a conservatory at 83 Welland Road, Hilton – HAS BEEN GRANTED
- f) 9 2010 0110 NLI – The construction of an additional office at Badgers Farm, Willowpit Lane, Hilton – HAS BEEN GRANTED

The Clerk explained that she had been informed by SDDC in a telephone conversation that the Wind Turbine application had been refused.

Resolved: Cllr Patten and Cllr Plenderleith to look into this matter and make sure that this was the case.

16. Minute Number 1047/10 - Date of the next Meeting

Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 30th June 2010 at Hilton Village Hall commencing at 7pm

Resolved: The date for the July Hilton Parish Council Meeting would be 21st July 2010 at Hilton Village Hall commencing at 7pm

Resolved: The Clerk to check that the hall will be available on 21st July 2010 with the Booking Clerk at the Village Hall.

Signature.....Date.....