

**MINUTES OF THE HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 27<sup>TH</sup> OCTOBER 2010 AT HILTON VILLAGE HALL COMMENCING AT 6.30PM**

**Present:**

Cllr Bates (in the Chair)  
Cllr Hickinbotham, Cllr Carter, Cllr Day, Cllr Smith, Cllr Walton-Knight and Cllr Smalley

1 District Council Representative, 1 County Councillor, and 6 Members of the Public were also in attendance.

**PART 1 - NON EXEMPT INFORMATION**

**1. Minute Number 1103/10 - To Receive Apologies for absence.**

Apologies were received and accepted from Cllr Keery

**2. Minute Number 1104/10 - Variation of the Order of Business.**

There were no Variations to the Order of Business.

**3. Minute Number 1105/10 - Declaration of Members Interests.**

Cllr Day declared a Personal Interest in Item 9, Clerks Report, item a) Update on the Welland Road/Humber Street Park – Previously reported under minute number 995, 1040, 1051, 1056 and 1076/10 – Clerks Report.

**4. Minute Number 1106/10 - Public Speaking.**

**Update on the Welland Road Humber Street Park. – Mark Jenks from Groundwork's Derby and Derbyshire and Zoe Sewter from SDDC were in attendance at the meeting.**

- Back in June 2010 there was a consultation evening and lots of feed back was given.
- Zoe Sewter thanked everyone who had participated in the consultation.
- They had tried to take into account what residents wanted.
- Two designs had been on display in the meeting room at the Village Hall for the past month including some comment forms for completion.
- The two designs on display were as a result of the original feedback.
- One design had parking; one design had more trees than the other but both designs had defined boundaries and entrance points.
- There will also be buffer zones between the site and the residential housing for both designs.
- They wish to promote wildlife within the site and there will be scrapes for lying water which would not be deep.
- There will be no lighting on the site as this would be too expensive to install.
- We need to be careful not to disturb the land as it is too much.

**Questions and Answers:**

Question: How would parking spaces be allocated and managed.

Answer: The first stage would be to determine if parking spaces were required and if so this would need to be looked into in greater detail. However 80% were not in favour of parking spaces.

Question: How deep would the water on the site be as there were concerns over childrens safety? And would these areas be fenced off.

Answer: No these areas would not be fenced off as the water would not be very deep, they would just be small scrapes which would not contain water all of the time. They would be more like wetland areas rather than ponds.

Question: How much will St Modwens be contributing to the project and how close are we to this becoming a reality.  
Answer: They have agreed with St Modwens to come up with a design for the site as soon as possible including some costings. St Modwens have already agreed/promised that they will complete the land surveys and have said that they are behind this project. Tim Denning at SDDC is currently negotiating the 106 agreement attached to the site.

Question: Were SDDC aware that a few years ago there was a culvert down the side of the path on the site. However since the houses had been build the culvert had disappeared and no longer exists.  
Answer: This matter would have to be taken into account and Zoe will speak with the Land Drainage Manager at SDDC.

Question: The wetland areas on the site would be of interest to children on bikes what provision has been allowed for this and how would this be managed.  
Answer: This point was taken on board, however this would be very difficult to manage but they would look into the formation of the access to the site.

Question: With the culvert missing could good water sucking trees be installed onto the site.  
Answer: Yes this could be considered in the detailed planning stages as part of the level of detail.

Question: Will the gates to the entrances be looked at in more details as residents near by will not want to be disturbed by clanging gates.  
Answer: This will be looked at during the more detailed planning stages as part of the level of detail.

Question: Fencing at the moment is shown on the designs as a timber fencing, could this be changed to aluminum fencing instead as this would be safer and would suffer less chance of being vandalised.  
Answer again this would be considered in the detailed planning stages as part of the level of detail.

#### **Minute Number 1106/10/A - Public Speaking**

A resident raised the protection of the piece of Green on the junction of Back Lane and Mill Lane. They explained that there were boulders on each corner of the Green but as time has gone by these have been removed/stolen. The resident asked if the Parish Council Could help to protect this area. The Chair replied that this matter was on the agenda for discussion under the Clerks Report later in the meeting.

#### **Minute Number 1106/10/B - Police Representatives Report**

There were no Police Representatives present at the meeting.

The Chair read out the Police Report as follows:

- 4x Theft: - Coping stones stolen from garden wall / Milk stolen from doorstep / Pedal cycle and sat nav stolen from insecure vehicle – offenders have been identified / theft of diesel from insecure tank.
- 3x Damage: - x2 cars scratched and damage to fencing.
- 1x Non dwelling burglary: - Caravan in rear garden entered by forcing windows items stolen.
- 2x dwelling burglaries: - Offenders enter 2 insecure houses through the night- arrested same night.
- 2x Cats injured by being shot with air riffle.

#### **Minute Number 1006/10/C - District Councillors Report**

Cllr Plenderleith gave her apologies.

Cllr Patten was in attendance at the meeting and gave her report as follows:

- A question had been raised as to if Hilton would be having a plastics collection. She explained that SDDC could not collect plastics at the moment but they were still in talks with East Staffordshire Council on this matter.

#### **Minute Number 1106/10/D - County Councillors Report**

Cllr Patten was in attendance at the meeting and gave her report as follows:

- The Boundary Commission has confirmed more or less that Hilton will join Church Broughton, Sutton on the Hill, Foston and Scropton and this will be a 3 Councillor Ward. She explained that the Boundary Commission had not taken anything into consideration. The final recommendation will not go to Parliament to be passed and their decision will be final.

- Developer's signs around the village are an ongoing issue.
- Hilton Harriers Football Club will be attending a celebration At Pride Park in the next few weeks as they have been put forward to receive a Community Award.
- There will be a Wine Tasting Evening to be held on Friday 26<sup>th</sup> November 2010 at Hilton Village Hall commencing at 7.30pm, Tickets available at £12.50 each from either of the District Councillors or from the Booking Clerk at the Village Hall. All proceeds will be donated to the Hilton Street Party and the South Derbyshire Conservative Association.
- She reported that she was still chasing Trent Bus Company with regards to the bus service within Hilton and should have something to report at the November 2010 meeting.

Cllr Patten was asked if there had been any progress on the CCTV at the Main Street Recycling Centre. Cllr Patten replied that she would chase this matter up.

**5. Minute Number 1107/10 - To confirm the Non Exempt Minutes of the Hilton Parish Council Meeting held on 29<sup>th</sup> September 2010**

***Resolved: The Non Exempt Minutes of the Hilton Parish Council Monthly Meeting held on Wednesday 29<sup>th</sup> September 2010 having been circulated were approved and signed as a true record.***

**6. Minute Number 1108/10 - Chairpersons Report – Cllr Bates**

The Chair gave his report as follows:

- Due to other commitments the Chair was unable to attend the DALC Employee Training held on 6<sup>th</sup> and 9<sup>th</sup> October. However the Clerk had attended and delivered some of the training as requested. The Chair explained that he had received a personal letter from Brain Wood at DALC stating what a good job the Clerk had done on behalf of Hilton Parish Council and how Hilton Parish Council should be very proud of her and the systems which she had set up to date. The Chair said that he would let the Clerk have the letter to put in her personnel file.
- The Chair had attended the Civil Service for Neil Atkins the Chair of SDDC.
- He had attended the Financial Committee Training Meeting which would be reported on later in the meeting.

**7. Minute Number 1109/10 - Committee Reports**

**A) Minute Number 1109/10/A - Community Services – Cllr Bates, Cllr Keery, Cllr Smith and the Clerk to the Parish Council**

- Village Hall management

Cllr Smalley gave his report as follows:

- The Village Hall extension was still progressing but slowly.
- The Engineers Report and electrical diagrams had now been received and this was all favorable.
- The project may be split into two phases being the Café for phase one and the rest of the building for phase 2. This was due to the funding problems.

- School Governors
- Safer Neighbourhoods
- Community Information and Publicity
  - 1) Community Response Plan update

The Clerk explained that the advertisements for volunteers had been put on the notice boards etc but the response had been very disappointing.

**B) Minute Number 1109/10/B - Finance – Cllr Bates, Cllr Keery, Cllr Smalley, Cllr Day 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
  - 1) Financial Accounts for approval.

**Resolved: The Financial Accounts produced by the Clerk including the Bank Reconciliation, list of unrepresented cash and cheques, the Income and Expenditure Account and the Balance Sheet were approved by Hilton Parish Council.**

**C) Minute Number 1109/10/C - Environment and Green Space – Cllr Bates, Cllr Walton-Knight, Cllr Carter, Cllr Smalley and the Clerk to the Parish Council**

- 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

- 1) Update on the purchase a new double litter barrow

**Resolved: The Clerk to purchase a Space Liner 2001 Cleaning Trolley from Glasdon UK Ltd for £630.80 excluding VAT**

**D) Minute Number 1109/10/D - Village Infrastructure – Cllr Walton-Knight , Cllr Higginbotham, Cllr Carter, Cllr Smith and the Clerk to the Parish Council**

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

There was nothing to report.

**E) Minute Number 1109/10/E - Recreation and Leisure – Cllr Smalley, Cllr Keery, Cllr Hickinbotham and the Clerk to the Parish Council**

- Provision and maintenance of sport and leisure facilities
- Children play equipment
- Parish Council owned Parks and Landscaping

There was nothing to report.

**F) Minute Number 1109/10/F - Employment Issues – The Chair the Vice Chair and the Clerk to the Parish Council**

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

There was nothing to report.

**8. Minute Number 1110/10 - Reports from Councillor's that have attended any other Meetings.**

- Etwall Area Meeting – Cllr Bates

The next Etwall Area Meeting to be held on 28<sup>th</sup> October 2010 commencing at 7pm at the Frank Wickham Hall.

- Toyota Liaison – The Chair

There was nothing to report.

- Derby Airfield Consultative Committee – Cllr Walton-Knight

There was nothing to report.

- The Mease Management Committee – Cllr Hickinbotham

There was nothing to report.

- Marston on Dove Relief in Need Charity – Cllr Bates

There was nothing to report.

- Hilton Dog Walking Group – Cllr Walton-Knight

Cllr Walton-Knight reported that it had been a quiet period this month, membership was steady at 128 members and plans were in hand for the Yule Tide Celebrations.

- Flood Liaison – Cllr Walton-Knight

There was nothing to report.

## **9. Minute Number 1111/10 - Clerks Reports**

- Update on the Welland Road/Humber Street Park – Previously reported under minute number 995, 1040, 1051, 1056 and 1076/10 – Clerks Report

**Resolved: Mark Jenks to email a PDF version of the Plans to the Clerk.**

**Resolved: The Clerk to add these to the Parish Council Website.**

**Resolved: The next stage would be to have a Committee Meeting before Christmas to keep the project moving forwards.**

**Resolved: The Clerk to set up a Committee Meeting as soon as possible.**

- Grit bin request from a resident on 10.10.2010 for Hoon Lane either side of the bridge

**Resolved: The Clerk to inform the resident that this is out of Hilton Parish Councils jurisdiction and that she needs to Contact either SDDC or Mr Spurrier at Marston Hall as Hoon does not fall within Hilton Parish.**

- Update on the proposal to fence at the back of the Scout Hut – Previously reported under minute number 938/10 – Public Speaking, 943 and 1076/10 – Clerks Report

**Resolved: There was nothing to report, the Clerk to take no further action.**

**Resolved: The Clerk to add the repairs to the car park to the agenda for November 2010.**

- Update on the Back Lane Pavilion extensions – Previously reported under minute number 1056 and 1076/10 Clerk Report

**Resolved: The Clerk to continue gathering the information and add this matter to the agenda for November 2010.**

- The Mease Pavilion – Future opportunities – Previously reported under minute number 1056 and 1076/10 Clerks Report

**Resolved: There was nothing to report, the Clerk to take no further action.**

- Litter bin on Lucas Lane proposal to change this to a dog bin update

The Clerk reported that this should be done shortly.

- Update on the Litterbins to be re-secured to the floor – one outside the Talbot Public House, 1 on the Main Street car park and 1 by the bus stop at the entrance to Witham Close, work completed on 18.10.2010

The Clerk reported that the above repairs had been completed.

- Local Government Boundary Commission for England – update on the boundary review has now been completed

**Resolved: Already discussed in the County Councillors Report.**

- Request to allow small groups of local children to use the Astro Turf at a concessional rate update

**Resolved: The Clerk had nothing to report, the Clerk to add this matter to the agenda for November 2010.**

- Football Pitch Maintenance and Further work required.

The Clerk explained that spiking of the pitches would cost £75.00 per pitch and rolling of the pitches would cost £60.00 per pitch exclusive of VAT. She explained that the advice was that the work was required twice per month. She explained that she would be speaking to the football teams to make sure that they put back all divots made during the game.

**Resolved: The Parish Council agreed to have the spiking completed once per month.**

**Resolved: The Clerk to speak with Aucuba with regards to the relevance of rolling the pitches.**

**Resolved: To trial the spiking and possible rolling of the pitches for the next three months.**

**Resolved: The Clerk to add this matter for review to the agenda of the February 2011 meeting.**

**Resolved: The Clerk to inform Hilton Harriers of the availability of the Back Lane Football Pitches as they are not being used to their full potential at the moment.**

k. Village Green on Mill Lane requested by a resident on 19.10.2010

**Resolved: The Clerk to look at obtaining a cultivation license for this area.**

l. Update on the current Bank Mandate

The Clerk explained that this had now been amended with immediate effect.

m. Update on the Parish Council Accounts after the Finance Committee Training Meeting held on 19<sup>th</sup> October 2010.

The Clerk explained that on the night of the meeting she could not give an explanation as to why the income seemed not to balance. She explained that there was an easy explanation which was £2,032.67 needed to be added to the Income each time the information was produced. This was to include the Debtors at the end of the Financial Year 2009/2010.

n. Village Hanging baskets

**Resolved: The Clerk to add this matter to the agenda for January 2011 to be reviewed.**

o. Tender for renewal Village Hall Site

**Resolved: The contract for the maintenance of the Village Hall Site with Aucuba Landscapes to be added to the original contract which commenced in April 2009 for a period of 3 years. All maintenance by Aucuba Landscapes to be reviewed for Tender for commencement in April 2012.**

#### **10. Minute Number 1112/10 - Derbyshire Association of Local Council's**

**Resolved: To note the following information.**

a. Circular No 44/2010

- a. Annual Countryside Alliance Awards
- b. Changes to The Big Lottery Grant Funding
- c. Vacancy Parish Clerk/RFO for Litton Parish Council
- d. Vacancy Parish Clerk/RFO for Parwich Parish Council
- e. Vacancy Parish Clerk/RFO for Smisby Parish Council

b. Circular No 45/2010

- a. Minutes – DALC AGM – 4<sup>th</sup> September 2010
- b. Minutes 0 DALC Executive Committee – 4<sup>th</sup> September 2010
- c. Parish/Town Council Elections – 5<sup>th</sup> May 2011 – Election Costs

c. Circular No 46/2010

- a. DALC Presidency 2010/2011
- b. Village Games
- c. HM Revenue and Customs Workshop Program

d. Circular No 47/2010

- a. Blogging and Social Networking
- b. Future of the Standards Framework for members of Local Authorities in England
- c. Barrow upon Trent Parish Clerk Vacancy for Clerk/RFO

#### **11. Minute Number 1113/10 - Finance**

**Resolved: To note the following payments.**

A) Accounts for Payment.

<b>Cheque No</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
001826	Aucuba Landscapes	Maintenance	£789.30
001827	Hilton Village Hall	Room Hire	£35.80
001828	SDDC	Sportsmobile	£305.50
001829	A G Cox Ltd	Plumbing Report	£100.00

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001830	Viking Direct	Stationery	£328.31
001831 to 001836	Salaries and NIC's		£3,066.31

### Other income and expenditure

#### Current Account – Expenditure

04.06.2010	BT	£135.97
28.06.2010	Orange Home	£19.99
28.07.2010	Orange Home	£19.99
27.07.2010	Mantique (key Cutting)	£327.00
27.08.2010	Orange Home	£19.99
09.09.2010	BT	£199.87
10.09.2010	Failed Chq charge refund	£32.00
10.09.2010	Failed Chq charge refund	£32.00
28.09.2010	Orange Home	£29.07

#### Current Account – Income

12.08.2010	Hilton Village Hall (underpayment recharge Invoice)	£120.86	Rec028
30.07.2010	G Watkins	£25.00	Rec029
30.07.2010	Tennis Group – Mr Jobson	£12.00	Rec030
30.07.2010	C Hattersay	£25.00	Rec031
30.07.2010	C Hattersay	£50.00	Rec032
30.07.2010	G Watkins	£25.00	Rec033
30.07.2010	J Mortimer	£26.00	Rec034
30.07.2010	Tennis Group – Mr Jobson	£6.00	Rec035
30.07.2010	C Hattersay	£25.00	Rec036
30.07.2010	J Watkins	£25.00	Rec037
30.07.2010	J Mortimer	£26.00	Rec038
30.07.2010	J Watkins	£26.00	Rec039
30.07.2010	J Mortimer	£25.00	Rec040
30.07.2010	Scouts Association	£37.50	Rec041
30.07.2010	C Hattersay	£25.00	Rec042
30.07.2010	W Humphries	£23.00	Rec043
30.07.2010	J Norman	£23.00	Rec044
30.07.2010	Tennis Group – Mr Jobson	£6.00	Rec045
30.07.2010	Hilton Athletics	£23.00	Rec046
30.07.2010	C Hattersay	£25.00	Rec047
30.07.2010	Littleover Villa	£38.00	Rec048
30.07.2010	C Hattersay	£25.00	Rec049
30.07.2010	J Mortimer	£26.00	Rec050
30.07.2010	C Hattersay	£25.00	Rec051
30.07.2010	J Mortimer	£25.00	Rec052
30.07.2010	Littleover Villa	£12.00	Rec053
30.07.2010	C Hattersay	£50.00	Rec054
30.07.2010	J Mortimer	£25.00	Rec055
30.07.2010	J Watkins	£26.00	Rec056
30.07.2010	Tennis Group – Mr Jobson	£6.00	Rec057
30.07.2010	J Mortimer	£25.00	Rec058
30.07.2010	J Watkins	£20.00	Rec060
30.07.2010	C Hattersay	£51.00	Rec061
30.07.2010	J Mortimer	£26.00	Rec062
30.07.2010	C Hattersay	£25.00	Rec063
30.07.2010	C Hattersay	£25.00	Rec064
30.07.2010	J Mortimer	£26.00	Rec065
30.07.2010	Hilton Athletic	£23.00	Rec066

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30.07.2010	J Mortimer	£26.00	Rec067
30.07.2010	C Hattersay	£25.00	Rec068
30.07.2010	Littleover Villa	£19.00	Rec069
14.08.2010	Rev Murphie	£25.00	Rec070
14.08.2010	Hilton Netball	£45.00	Rec071
14.08.2010	Hilton Athletic	£69.00	Rec072
14.08.2010	Hilton Athletic	£25.00	Rec073
01.09.2010	Failed Chq charge	£32.00	
02.09.2010	Failed Chq charge	£32.00	

## **12. Minute Number 1114/10 - Items for Information**

***Resolved: To note the following information.***

- a) SDDC – Derbyshire Homefinder information
- b) Toyota – Sixth issue of the Together newsletter
- c) Rosliston Forestry Centre – What's on information
- d) SDDC – Firework Legislation
- e) SDDC – What's on in South Derbyshire and the National Forest Autumn/ Winter 2010/2011
- f) Came and Company – Parish Matters Autumn 2010 newsletter
- g) My Play – Time to look after your playgrounds
- h) SDDC – Anti Dog Fouling Campaign
- i) SDDC – Etwall Saturday Night Press Release
- j) SDDC – Community Lifeline Celebrates Magical Milestone Press Release
- k) SDDC – Village Games Derbyshire Press Release
- l) SDDC – Back the Broadband Bid Press Release
- m) Connect A50 Ltd – Report on Project Road Performance

## **13. Minute Number 1115/10 - Items for discussion**

There was nothing to report.

## **14. Minute Number 1116/10 - Planning Matters for Decision**

- a) Reg No 9 2010 0927 FH – The erection of an extension at 85 Washford Road, Hilton

***Resolved: Hilton Parish Council had no objections to the above planning application.***

- b) Reg No 9 2010 0913 FH – The erection of a conservatory at 3 Eden Close, Hilton

***Resolved: Hilton Parish Council had no objections to the above planning application.***

## **15. Minute Number 1117/10 - Planning Matters for Information**

***Resolved: To note the following information.***

- a) Reg No 9 2010 0709 FH – The erection of an extension at 2 Kyle Road, Hilton – HAS BEEN GRANTED

## **16. Minute Number 1118/10 - Date of the next Meeting**

***Resolved: The date of the next Hilton Parish Council Meeting will be held on 24<sup>th</sup> November 2010 at Hilton Village Hall commencing at 7pm.***



***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”.***

**PART 2 - EXEMPT INFORMATION**

**Minute Number 1119/10 – Exempt Information.**

a) Parish Council Policies and Procedures

The Clerk explained that she did not wish to spend as much time in the office during the mornings and gave a very briefly explanation as to why as she did not wish to go into detail.

***Resolved: The Parish Council members present agreed that the Clerk could manage her time as she felt fit and to do what was best for her.***

**Signature.....Date.....**