

**Hilton Parish Council**  
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**MINUTES OF THE HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 22<sup>ND</sup> DECEMBER 2010 AT HILTON VILLAGE HALL COMMENCING AT 7PM**

**Present:**

Cllr Bates (in the Chair)

Cllr Hickinbotham, Cllr Carter, Cllr Day, Cllr Smith, Cllr Walton-Knight, Cllr Smalley and Cllr Keery

2 District Council Representative, 1 County Councillor, 1 Police Representative, 1 Burton Mail Representative and 7 Members of the Public were also in attendance.

**PART 1 of the Agenda - NON EXEMPT INFORMATION**

**1. Minute Number 1137/10 - To Receive Apologies for absence.**

There were no Apologies of absence

**2. Minute Number 1138/10 - Variation of the Order of Business.**

There were no Variations to the Order of Business.

**3. Minute Number 1139/10 - Declaration of Members Interests.**

There were no Declarations of Members Interests

**4. Minute Number 1140/10 - Public Speaking.**

**Minute Number 1140/10/A – Public Speaking**

A resident reported on the recent dog attack on Back Lane Playing Field on 13<sup>th</sup> December 2010 at about 2pm, the resident read out a short report.

A resident reported on item 10 – Clerks Report, item n) Installation of Brackets for the security of the Goal Posts on Back Lane – Previously Reported under minute number 1094/10 – Clerks Report. The resident reported that she would like it on record that she originally dealt with this matter as the Booking Clerk to the Parish Council. She explained that in the September 2010 minutes it stated that the Parish Council Clerk had explained that there was a problem with the goal posts in the fact that these could not be fixed to the Pavilion wall as originally agreed. This was because the contractor had been informed that there were no windows on the back of the building, which is incorrect. The Clerk had explained that she could not comment on this at the time as she was not involved in the initial conversation for the work. She explained that the contractors had now suggested that the goal posts be stored in the pavilion corridor. However the Parish Council Clerk did not feel that this was appropriate on Health and Safety Grounds and asked the Parish Council what they suggested be done about this situation. The resident said that windows in the Pavilion had never been part of any conversation at the time the work was discussed with the contractor and she wanted to say that she did not say what had been reported.

**Minute Number 1140/10/B – Police Representative Report**

Cllr Bates gave the Police Report as follows:

- 3 Non dwelling burglaries: - Padlock forced on shed and items stolen from within / forced entry into cricket club, room ransacked and items stolen / commercial yard entered by forcing fencing, container then entered and items stole
- 2 Criminal damage: - Stone thrown at window causing glass to smash / damage to trolley outside store.

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- 2 Cannabis warnings issued: - Community intelligence lead to these to warnings being issued.

#### **Minute Number 1140/10/C – District Councillors Report**

Cllr Plenderleith was present at the meeting and gave her report as follows:

- Due to the weather some bins were not emptied, however if bins were left out they would be emptied over the next few days.
- Gritting of the Main Street Car Park had been a problem due to a broken grit bin. The Clerk replied that this had been reported to SDDC and had now been replaced.
- Complaints had been received with regards to the small development on Back Lane with regards to mud being left on the roadway and the lamppost being situated in the incorrect position. Both issues had now been resolved.
- When the Plastic Recycling Lorry empties the bins on Main Street Car Park, if anything blocks the hoover it is left at the side of the bins. This is normal procedure at present but SDDC are looking into this matter.
- During 2012 there will be a parade through Swadlincote including the armed forces.

#### **Minute Number 1140/10/D – County Councillors Report**

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

- The bottom part of Avon Way from Soar Close to the Playground and part of Thames Way had now been adopted.

**Resolved: The Clerk to email Cllr Patten an updated list of roads not yet adopted.**

#### **5. Minute Number 1141/10 - To confirm the Non Exempt Minutes of:**

- a) **The Recreation and Leisure Committee Meeting held on 16<sup>th</sup> December 2010**

**Resolved: The Non Exempt Minutes of the Recreation and Leisure Committee Meeting held on Thursday 16<sup>th</sup> December 2010 having been circulated were approved and signed as a true record.**

- b) **the Hilton Parish Council Meeting held on 24<sup>th</sup> November 2010**

**Resolved: The Non Exempt Minutes of the Hilton Parish Council Monthly Meeting held on Wednesday 24<sup>th</sup> November 2010 having been circulated were approved and signed as a true record.**

#### **6. Minute Number 1142/10 - Co-Option of Jayne McDonald**

**Resolved: Jayne McDonald was co-opted with immediate effect onto Hilton Parish Council.**

**Resolved: Cllr McDonald then completed her Acceptance of Office Form and Declaration of Members Interest Form in the presence of the Parish Council Clerk.**

#### **7. Minute Number 1143/10 - Chairpersons Report – Cllr Bates**

Cllr Bates gave his report as follows:

- There will be a Winter Servicing Briefing Meeting on 11<sup>th</sup> January 2011 commencing at 6.30pm at County Hall. He explained that he would not be able to attend the meeting on behalf of Hilton Parish Council and asked if any other Councillor would be interested in attending in his place.

**Resolved: If any Councillor is interested in attending the above meeting on behalf of Hilton Parish Council, they are to inform the Clerk as soon as possible for a place to be booked.**

- Cllr Walton-Knight had attended the last Safer Neighbourhoods Meeting on the Chairs behalf as he had other commitments. Cllr Walton-Knight then gave his report of the Meeting outlining issues raised.

#### **8. Minute Number 1144/10 - Committee Reports**

##### **A) Minute Number 1144/10/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:

- Plans for the extension to the Village Hall had now been received from the Architects and were approved at the Village Hall Meeting held on 20<sup>th</sup> December 2010 with some alterations.

- Tenders for the work will be sent out on 17<sup>th</sup> January 2011 to be returned by 11<sup>th</sup> February 2011. There will then be a 3 week period in which to choose a contractor.
- Work is predicted to commence on 7<sup>th</sup> March 2011.

- 1) Clerks Report – Information requested from the Village Hall Committee, access not being granted to Hilton Parish Council as the Sole Trustees.

The Chair explained that the above report had now been suspended due to information received.

- 2) Engrossment of Transfer of land from SDDC to Hilton Village Hall for signature by the Chair and Clerk of Hilton Parish Council as the Sole Trustees – copy of minutes requested from the Booking Clerk of the Village Hall on 3<sup>rd</sup> December 2010, not yet received.

A letter authorising the Parish Council to sign the above document was received at the meeting signed by the Chair and the Clerk to the Village Hall authorising the above to be completed as agreed by the Village Hall Committee.

**Resolved: The Parish Council agreed for the Chair and Clerk to Hilton Parish Council to sign the Engrossment of Transfer.**

- 3) Deed of Covenant proposal for powers to be delegated to the Chair and Clerk of Hilton Parish Council to sign this document when received, once satisfied that the Village Hall Committee are in agreement with its content

**Resolved: The Parish Council agreed for delegated powers to be given to the Chair and the Clerk of Hilton Parish Council to sign the Deed of Covenant once received and satisfied that the Village Hall Committee are in agreement with its content.**

- School Governors
- Safer Neighbourhoods
- Community Information and Publicity

**B) Minute Number 1144/10/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
- Audit of the end of year Financial Accounts

**Resolved: The Clerk to email the Finance Committee dates available to hold a Finance Committee Meeting to discuss the proposed budget and setting of the Precept for the Financial Year 2011/2012.**

**C) Minute Number 1144/10/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

There was nothing to report.

**D) Minute Number 1144/10/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

It was reported that there was a street light out between the top of Field Close and Main Street.

**Resolved: Cllr Smalley to email the Clerk the lighting number.**

**Resolved: The Clerk to inform DCC Highways Department once received.**

It was reported that there was a street light out on The Mease.

**Resolved: Cllr Bates to email the Clerk the lighting number**

**Resolved: The Clerk to inform DCC Highways Department once received.**

- Public Transport Provision

**E) Minute Number 1144/10/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 1144/10/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.

**9. Minute Number 1145/10 - Reports from Councillor's that have attended any other Meetings.**

- Etwall Area Meeting – Cllr Bates

**Resolved: The Next Etwall Area Meeting to be held on 31<sup>st</sup> January 2011, venue still to be confirmed.**

- 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

Cllr Hickinbotham gave his report as follows:

- A Meeting was held on 16<sup>th</sup> December 2010 at The Mease Pavilion; in attendance was Cllr Hickinbotham, Cllr Smalley and the Clerk to Hilton Parish Council, Andrew Brooks and Maxine Harlow from Hilton Harriers. All Councillors in attendance at the Parish Council Meeting were provided with a copy of the minutes of the meeting held for their information. Cllr Hickinbotham then outlined the proposals from the meeting.

- Marston on Dove Relief in Need Charity – Cllr Bates

There was nothing to report.

- Hilton Dog Walking Group – Cllr Walton-Knight

Cllr Walton-Knight gave his report as follows:

- Group Membership was now at 132 members.
- The Yule Tide Dog Walk would be held on 9<sup>th</sup> January 2011.
- He had been to The Mease Football Pitches to exam in the problem of dog fouling as reported at the previous Hilton Parish Council Meeting, there was some confusion as to if the current problem was dog fouling or fox fouling. He reported that although fox fouling had been found this was not the problem. The problem was in fact dog fouling.

**Resolved: The Clerk to speak with the Dog Warden and arrange for him to attend the site with the view to prosecuting the offenders.**

- He reported that the Dog Walking Group Members were concerned about the increase in dog attacks within the village.

- Flood Liaison – Cllr Walton-Knight

There was nothing to report.

#### **10. Minute Number 1146/10 - Clerks Reports**

- a. Update on the Welland Road/Humber Street Park – Previously reported under minute number 995, 1040, 1051, 1056/10, 1076/10 1111/10 and 1128/10 – Clerks Report

The Clerk reported that she had spoken to Zoe Sewter at SDDC, Zoe could not attend a further Parish Council Meeting before February 2011, however she was prepared to complete a written report for the Parish Council Meeting to be held in January 2010.

**Resolved: The Clerk to email Zoe Sewter and request a written update for the January 2011 Meeting.**

**Resolved: The Clerk to email all Councillors with a copy of the proposed final Plan.**

- b. Update on the proposal to fence at the back of the Scout Hut – Previously reported under minute number 938/10 – Public Speaking, 943, 1076/10, 1111/10 and 1128/10 – Clerks Report

There was nothing to report.

- c. Update on the Back Lane Pavilion extensions – Previously reported under minute number 1056/10, 1076/10, 1111/10 and 1128/10 Clerk Report

The Clerk explained that she had spoken to Simon at Blair Gratton and given him the go ahead to completed the Feasibility Study and draw up the plans. She had not received anything back from him yet as he had been away on holiday.

It was reported that Zoe Sewter would be sending through £5k towards the refurbishment of the project as agreed. This money should be received sometime in the New Year.

- d. Update on the Transfer of the Back Lane Pavilion from SDDC to the Parish Council and the current Insurance Cover of £60k, extra premium for this year of £78.05 – Previously Reported 1076/10 – Clerks Report

The Clerk explained that the Pavilion was handed over as of 30<sup>th</sup> November 2010 from SDDC to Hilton Parish Council. The Pavilion had now been insured for £60k. The Clerk asked the Parish Council if they considered this to be enough cover and asked the Parish Council if they would like extra cover for the Pavilion incase of Subsidence.

**Resolved: The Parish Council agreed that £60k cover was adequate and no further cover was required at this stage for subsidence. However this would be reviewed after the extension had been completed.**

- e. The Mease Pavilion – Future opportunities – Previously reported under minute number 1056/10, 1076/10, 1111/10 and 1128/10 - Clerks Report

A discussion took place with regards to the Recreation and Leisure Committee Meeting held on 16<sup>th</sup> December 2010 and the proposed extension to The Mease Pavilion

**Resolved: It was agreed that an extension to The Mease Pavilion was required as Hilton Harriers had outgrown the facility and the current function room was not big enough to cater for parties etc.**

**Resolved: The Council agreed in principal that if total funding could not be achieved the Parish Council would commit to help fund any shortfall up to the value of roughly £20k as this was a building that was owned by the Parish Council on Parish Council Land and was for use by the whole community, which was a valuable asset.**

**Resolved: The Council agreed that this should be achieved by adding £10k to the Parish Council Budget for 2011/2012 in the first year.**

**Resolved: The Council agreed that if a shortfall was identified as at the end of December 2011 and was more than the £10k already reserved, then a further £10k or the difference of the shortfall (providing that this was less than £20k) could then be budgeted in 2012/2013.**

**Resolved: The Council agreed that a further meetings of the Recreation and Leisure Committee should then be held around December 2011 so that The Mease Management Committee and Hilton Harriers Football Club could update The Parish Council on all funding obtained and any shortfall if appropriate.**

**Resolved: The Council agreed that if no shortfall was identified and full grant funding was obtained then the reserve in the budget would be used for other matters/items within the village.**

**Resolved: The Council agreed that no money would be handed over to The Mease Management Committee or Hilton Harriers Football Club without them first demonstrating what funding sources had been obtained and they must demonstrate that they will receive a minimum of £70K funding towards the project if the whole amount can not be achieved.**

f. Update on the Lengthsman Vacancy – Previously Reported 1128/10 – Clerks Report  
The Clerk reported that 6 interviews took place on 17<sup>th</sup> December 2010. She reported that there had been 2 no shows on the day. She explained that a Gentleman called Antony Clive had been short listed for the vacancy but the offer letter had not yet gone out but he would be starting as of 5<sup>th</sup> January 2010.

g. DCC – Proposed Introduction of Prohibition of Waiting and Stopping, Peacroft Lane, Hilton  
The Clerk explained that this would be going to a Public Consultation shortly.

h. Ownership position of the original gates to the Village Hall. Previously reported under minute number 1094/10 – Clerks Report.  
The Clerk explained that there had been a question of ownership of the old Village Hall Gates. It had now been established that they did in fact belong to Hilton Village Hall so the Parish Council would no longer be disposing of them.

i. SDDC – Summer Holiday Provision 25<sup>th</sup> July 2011 to 1<sup>st</sup> September 2011  
**Resolved: The Clerk to add this matter to the agenda for January 2011.**

j. Resident complaint with regards to dog fouling on the football field and request to install signage with regards to fixed penalty fines.  
**Resolved: The Clerk to take no further action as there are already signs on the Field.**

k. Quote from Aucuba to install the 2<sup>nd</sup> Goal Post at the Bottom of Back Lane Playing Field for the value of £89.00 plus VAT – Previously Reported under minute Number 1094/10 – Clerks Report  
The Clerk explained that the cost would be £89.00 + VAT  
**Resolved: The Clerk to ask Aucuba to complete the work early in the New Year and to invoice in December 2010 in advance of the work.**

l. Request from Area 1 Safer Neighbourhoods Team for a donation towards the purchase of a new computer.  
**Resolved: The Parish Council agreed to give a donation of £150.00.**  
**Resolved: The Clerk to raise the cheque in January 2011.**

m. Proposal to have a Financial Committee Meeting with regards to setting the budgets and precept in early January 2011  
**Resolved: The Clerk to email the Committee to arrange a meeting within the first 2 weeks of January 2011.**

n. Installation of Brackets for the security of the Goal Posts on Back Lane – Previously Reported under minute number 1094/10 – Clerks Report  
**Resolved: To have both sets of Goals secured to the Back Lane Pavilion.**  
**Resolved: The Clerk to contact Talbot Turf to complete the work early in the New Year.**

o. SDDC – request for free usage of the Astro Turf for the Financial Year 2011/2012 to run the Street Games Program again for a further 7 weeks from 9<sup>th</sup> June 2011 to 21<sup>st</sup> July 2011 inclusive.  
**Resolved: The Parish Council agreed to allow the free usage of the pitch as above.**

p. Proposed Parish Council Office  
The Chair gave his report as follows:

- It was reported that Hilton Harriers and The Mease Management Committee had offered to allow the Parish Council to build an office.
- It was reported that with the extension to the Village Hall it may be that no office for the Parish Council Clerk would be available.
- It was explained that the Clerk was finding it very difficult to have any privacy in the current office which was causing problems with items like for example: HR issues, as the current office was shared.
- The Clerk was also finding it increasingly difficult to complete Parish Council work as there were so many disruptions/interruptions during the day concerning Village Hall Matters.
- It was reported that at present the Parish Council paid £2,340.00 per year for the hire of the Parish Council Office situated at the Village Hall.
- The cost of an office at The Mease Pavilion would initially be £3,500.00 and would then be completely rent free and would pay for itself within 18 months. The only costs that the Parish Council would have going forwards would be running costs of telephone and electricity.
- The Parish Council Monthly Meetings would still be held at the Village Hall as normal

**Resolved: The Parish Council members present at the meeting agreed that having a new office for the Parish Council Clerk was a good idea.**

**Resolved: The Parish Council agreed to spend £3,500.00 on this facility.**

**Resolved: The Clerk to speak with Andrew Brooks from Hilton Harriers Football Club and arrange for the work to commence as soon as possible.**

#### **11. Minute Number 1147/10 - Derbyshire Association of Local Council's**

**Resolved: To note the following information**

- a. Circular 52.2010
  - a. Consultation on Policy and Procedures for Electoral Reviews and Principal Area Boundary Reviews
  - b. Derbyshire County Council – Advice to members of the public in snowy and icy conditions
- b. Circular 53/2010
  - a. Derbyshire County Council Town and Parish Council Liaison Forum – 21<sup>st</sup> October 2010
  - b. Winter Service Plan and essential document
  - c. Anti Social Behaviour
  - d. Anti Social Behaviour Good Practice Guide
  - e. Derbyshire County Council Community Leadership Fund
  - f. Rights of Way Charter
  - g. Consultation on public transport services
  - h. Broadband
- c. Circular 54/2010
  - a. No rise in subscriptions for 2011/2012
- d. Circular 55/2010
  - a. Derbyshire County Training Partnership – Training 2011
- e. Circular 56/2010 – not yet received
- f. Circular 57/2010
  - a. DALC Closure dates for Christmas and the New Year
  - b. Membership/Subscription
  - c. Section 137 Expenditure limit for 2011/2012
  - d. NALC Local Council Review Publication – Clustering
- g. Circular 58/2010
  - a. Future of the Standards Framework for Members of Local Authorities in England

**Resolved: The Clerk to speak with Brian Wood at DALC to establish when the next round of Councillor and Chairman Training will be.**

#### **12. Minute Number 1148/10 - Finance**

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

A) Accounts for Payment.

<b>Cheque No</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
001847	H D Ricketts Ltd	Car Park Repairs	£627.98
001848	UKD Diggers Ltd	Digger Hire	£280.89
001849	Eon	Electricity	£64.16
001850	Glasdon	Spaceliner	£741.19
001851	Aucuba Landscapes	Maintenance	£673.57
001852	Hilton Village Hall	Room Hire	£35.80
001853 to 001858	Salaries and NIC		£3,957.11

**13. Minute Number 1149/10 - Items for Information**

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

- a) SMP Playgrounds – Product information
- b) SDDC – Telecare Christmas Posters
- c) SDDC – Press release re Hilton Harriers win Club of the Year award
- d) SDDC – Press release re Refuse and Recycling Collections
- e) SDDC – Press release re South Derbyshire shows the way
- f) DCC – Winter Maintenance Poster
- g) DCC Practical Advice on how to deal with snow and ice and help to keep Derbyshire moving information
- h) DCC – Town and Parish Council Winter Service Briefing
- i) DCC – Severe Weather help information
- j) Rosliston Forestry Centre – Dr Bike Pilot Scheme
- k) SDDC – Adult Activity 50 + Morning at Etwall Leisure Centre
- l) DCC – Pay and Display at Countryside Car Parks Consultation on the Legal Orders Information
- m) Midland CSB – Christmas Card to Hilton Parish Council

**14. Minute Number 1150/10 - Items for discussion**

- a) Letter from Church Broughton Parish Council

It was reported that a letter had been received asking for support on the current traveller issues. A copy of this letter had been sent to all local Parish Councils.

**Resolved: Cllr Walton-Knight to draft a letter on behalf of Hilton Parish Council and to send this to the Clerk to add to letter headed paper.**

It was reported that the Second Traveller site in Hilton had been completely empty on the day of the Parish Council Meeting.

**15. Minute Number 1151/10 - Planning Matters for Decision**

- a) Reg No 9 2010 1072 NO – The retrospective application for the creation of vehicular access at the Old WD Camp, Sutton Lane, Hilton

**Resolved: Hilton Parish Council strongly objected to the above planning application on the grounds that this is a retrospective application.**

**Resolved: Cllr Patten was asked to take the matter of retrospective planning applications back with her as the Parish Council did not feel that this was acceptable practice.**

- b) Reg No 9 2010 1119 - The erection of an extension at 12 Wyston Brook, Hilton

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

**16. Minute Number 1152/10 - Planning Matters for Information**

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

- a. Reg No 9 2010 0687 NU – The change of use of land to use as a residential caravan site for 4 gypsy families, each with 2 caravans and an amenity building, including the erection of palisade fence at land off Sutton Lane, Hilton – HAS BEEN GRANTED
- b. Reg No 9 2010 0870 U – Retrospective application for the change of use from grazing field to an all weather surface at Clare’s Folly, Sutton Lane, Hilton – HAS BEEN GRANTED
- c. Reg No 9 2010 0863 FH – The erection of an extension and associated landscaping at 29 Dale End Road, Hilton – HAS BEEN GRANTED
- d. Reg No 9 2010 0793 FH – Conversion of the garage into living accommodation at 8 Tinsell Brook, Hilton – HAS BEEN GRANTED

**16. Minute Number 1153/10 - Date of the next Meeting**

**Resolved: The next Hilton Parish Council Meeting is to be held at Hilton Village Hall on 26<sup>th</sup> January 2011 commencing at 7pm**

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